Municipal Affairs Annual Report

1987/1988

Alberta

MUNICIPAL AFFAIRS

89-05104/

Alberta

MUNICIPAL AFFAIRS

Office of the Minister

227 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 403/427-3744

The Honourable David Carter
Speaker of the Assembly

Dear Sir:

We have the honour to submit the Annual Report of Alberta Municipal Affairs for the fiscal year ending March 31, 1988.

Respectfully submitted,

Dennis Anderson
Minister of Municipal Affairs

Ken Rostad
Attorney General and
Minister responsible for
Native Affairs

Alberta

MUNICIPAL AFFAIRS

Office of the Deputy Minister

Jarvis Building, 9925 - 107 Street, Edmonton, Alberta, Canada T5K 2H9 403/427-4826

Honourable Dennis Anderson
Minister of Municipal Affairs

Honourable Ken Rostad
Attorney General and
Minister responsible for
Native Affairs

Dear Sirs:

I take pleasure in presenting to you the Annual Report setting out the activities of Alberta Municipal Affairs for the fiscal year ending March 31, 1988.

Respectfully submitted,

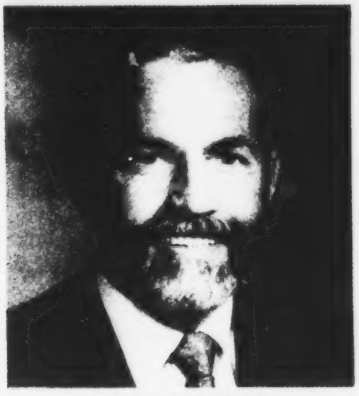
Archie R. Grover
Deputy Minister

Municipal Affairs 1987/88

CONTENTS

Executive	7
Alberta Municipal Affairs Organizational Chart	8
Functional Statements	9
Deputy Minister's Report	11
Office of the Deputy Minister	15
Assessment Services Division	19
Finance and Administration Division	25
Housing Division	31
Improvement Districts and Native Services Division	39
Municipal Administrative Services Division	45
Planning Services Division	53
Associated Boards	61
Acts Administered by Alberta Municipal Affairs	91

Hon. Dennis Anderson



Hon. Ken Rostad

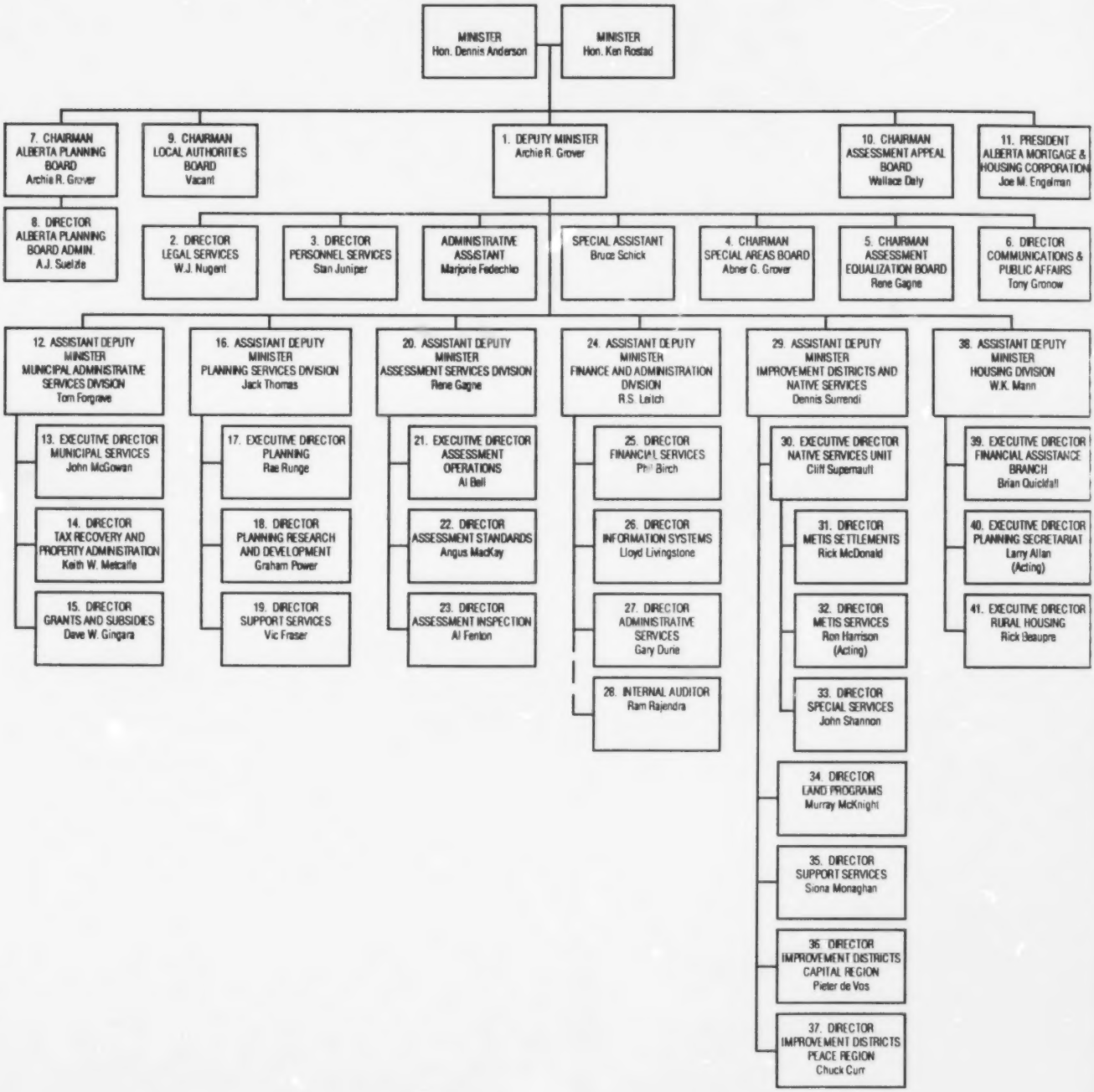
Archie R. Grover

Executive Committee

Tom Forgrave
Rene G. Gagne
Robert S. Leitch
William K. Mann
Dennis C. Surrendi
Jack G. Thomas
Anthony D. Gronow
Stanley A. Juniper
William J. Nugent
Al J. Suelzle

ALBERTA MUNICIPAL AFFAIRS ORGANIZATIONAL CHART

March 31, 1988



FUNCTIONAL STATEMENTS — MARCH 31, 1988

1. **DEPUTY MINISTER** — Acts as the chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the Department.
2. **DIRECTOR, LEGAL SERVICES** — Represents the Department on all legal matters, interprets legislation, drafts all legal documents, and provides legal advice.
3. **DIRECTOR, PERSONNEL SERVICES** — Responsible for the administration of personnel programs, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.
4. **CHAIRMAN, SPECIAL AREAS BOARD** — Provides complete local government services for Special Areas including taxation, licenses, permits, leases, local works and improvements.
5. **CHAIRMAN, ASSESSMENT EQUALIZATION BOARD** — Determines assessment on an equalized basis among all municipal governments, Improvement Districts and Special Areas.
6. **DIRECTOR, COMMUNICATIONS & PUBLIC AFFAIRS** — Responsible for public relations needs of the Department; promotes and makes known the policies, services and programs of Alberta Municipal Affairs; and provides a liaison office between the public and the Department.
7. **CHAIRMAN, ALBERTA PLANNING BOARD** — Appointed by order in council, the Chairman and Board members have an administrative role in planning policies, in the administration of the Planning Act, in regional planning activities, and a quasi-judicial role when hearing and rendering decisions in the subdivision of land.
8. **DIRECTOR, ALBERTA PLANNING BOARD ADMINISTRATION** — Full time board member and director of administration. Responsible for coordinating the activities of the board, implementing its decisions, and ensuring that meetings and hearings are held to deal with board matters expeditiously.
9. **CHAIRMAN, LOCAL AUTHORITIES BOARD** — Approves all debenture applications of municipalities and school authorities; receives and holds hearings and makes decisions which may be approved, rejected or varied by Cabinet on all applications by municipalities for annexation of land to cities, towns, villages and other municipalities; and makes recommendations to Executive Council on all tax exemption applications received from non-profit organizations.
10. **CHAIRMAN, ASSESSMENT APPEAL BOARD** — Heads a quasi-judicial tribunal hearing appeals and rendering decisions with respect to property valuations made to establish equitable bases for the taxing authorities within the province.
11. **PRESIDENT, ALBERTA MORTGAGE & HOUSING CORPORATION** — Responsible for the administration of the Alberta Mortgage and Housing Corporation Act and the overall management of the Alberta Mortgage and Housing Corporation, as delegated by the Board of Directors. Acts as Vice-Chairman of the Board of Directors and as liaison between the administration of the Corporation and the Minister responsible for Housing, who is the Chairman of the Board.
12. **ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATIVE SERVICES DIVISION** — Assists incorporated municipalities in developing as viable and economic units of local government through advisory services, the provision of grants and subsidies, legislation review, research and through liaison with municipal associations representing municipal concerns to provincial authorities.
13. **EXECUTIVE DIRECTOR, MUNICIPAL SERVICES** — Provides municipal advisory and consulting services to municipalities, government departments and the general public, monitors municipal operations for conformance with enabling statutes; gathers and distributes statistical data related to municipalities; and undertakes research on municipal policy and programs.
14. **DIRECTOR, TAX RECOVERY AND PROPERTY ADMINISTRATION** — Protects the interests of individuals and municipalities in tax recovery proceedings, and provides land management services to the Department.
15. **DIRECTOR, GRANTS AND SUBSIDIES** — Administers programs of financial support to municipalities, and property tax reduction and renters' assistance programs for senior citizens.
16. **ASSISTANT DEPUTY MINISTER, PLANNING SERVICES DIVISION** — Provides overall direction for professional planning services including province-wide planning research, advisory services to Regional Planning Commissions and the delivery of planning services to areas outside the Regional Planning Commissions.
17. **EXECUTIVE DIRECTOR, PLANNING** — Provides planning services to areas outside of Regional Planning Commissions' jurisdiction such as subdivision application processing, by-law preparation and amendments, special planning areas, and municipal and regional planning advisory services.
18. **DIRECTOR, PLANNING RESEARCH AND DEVELOPMENT** — Undertakes planning research, formulates provincial policy recommendations respecting planning and development; provides specialized planning research for Planning Services Division and other government departments; carries out liaison and coordination with Regional Planning Commissions and government agencies; and conducts multi-disciplinary planning projects requiring inter-departmental coordination.
19. **DIRECTOR, SUPPORT SERVICES** — Provides administrative support, land use mapping, graphics, engineering services and other planning-related technical support to the planning elements of the organization.
20. **ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES DIVISION** — Responsible for the overall direction of equitable assessments throughout the province, providing staff to complete assessments when requested, providing inspections and advisory services to municipalities and assessors, training assessors and preparing the assessment manual.
21. **EXECUTIVE DIRECTOR, ASSESSMENT OPERATIONS** — Provides real property assessment services including industrial and electric power and pipe line assessment for local governments and other provincial agencies.
22. **DIRECTOR, ASSESSMENT STANDARDS** — Provides appropriate standards to the assessment community in Alberta for the preparation of equitable assessments.
23. **DIRECTOR, ASSESSMENT INSPECTION** — Through inspections, ensures a uniform standard of property assessment throughout Alberta. Also investigates assessment complaints and advises on assessment matters.
24. **ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION** — Responsible for planning, development, administration and coordination of centralized services to operating divisions, including departmental and trust accounting, budgeting and expenditure control; property taxation for Improvement Districts and Special Areas; information systems; general administrative services; and internal audit.
25. **DIRECTOR, FINANCIAL SERVICES** — Responsible for the administration of departmental accounting and financial reporting, trust fund accounting, financial systems planning, financial policy and procedure development, cash receiving and disbursements, budget development and administration, purchasing, and Improvement Districts and Special Areas ratepayers property taxation accounts.
26. **DIRECTOR, INFORMATION SYSTEMS** — Responsible for provision of data processing services including hardware acquisition and support, application development, software support and operation, and EDP planning and coordination for the Department.
27. **DIRECTOR, ADMINISTRATIVE SERVICES** — Responsible for the administration and provision of records management, library, purchasing and general administrative services to all Divisions and Branches of the Department.
28. **INTERNAL AUDITOR** — Establishes and carries out an audit program to determine that internal control systems of the Department exist with respect to each fund; ensures that consistent accounting practices are being applied; and ensures that operational efficiency, economy and effectiveness are evident in all departmental operations.
29. **ASSISTANT DEPUTY MINISTER, IMPROVEMENT DISTRICTS AND NATIVE SERVICES DIVISION** — Provides for the administration and development of the Improvement Districts and Metis Settlements; for the development of communities in the Green Zone; for the coordination of services to Native people throughout the province; and for inter-departmental cooperation in rural development, water resource policy and northern development.
30. **EXECUTIVE DIRECTOR, NATIVE SERVICES** — Coordinates the delivery of services to all Native people in Alberta, recognizing social and economic needs and cultural heritage. Negotiates with Native organizations, provides advisory and support services to provincial government departments in the development of policies and programs, consults with the federal government, and promotes the development of Metis Settlements.
31. **DIRECTOR, METIS SETTLEMENTS** — Provides for the on-going administration and political and economic development of the Metis Settlements, and determines specific strategies for the transfer of administrative functions to the Settlements themselves and the identification of the residual role to be played by the Branch.
32. **DIRECTOR, METIS SERVICES** — Provides for the development of a broad policy framework guiding all provincial programs and services to Metis people and urban Natives, and works with line departments in the development of strategies to extend services directly to Native people.
33. **DIRECTOR, SPECIAL SERVICES** — Provides a focal point for federal-provincial cooperation on Native issues, monitors the liaison with Treaty Indians, advises on issues respecting Treaty Indians, and develops a broad policy framework regarding provincial programs and services to status Indians.
34. **DIRECTOR, LAND PROGRAMS** — Provides for the identification and implementation of forms of land holding to assist residents of the Improvement Districts, especially in the Green Zone, to obtain land; and develops educational programs to encourage the increased participation of remote communities in the local government process.
35. **DIRECTOR, SUPPORT SERVICES** — Provides for financial, administrative, assessment, and engineering support to the Division, including liaison with other Departments and agencies concerning programs, services, and grants and other financial matters.
36. & 37. **DIRECTORS, IMPROVEMENT DISTRICTS REGIONS** — Direct and guide Improvement District managers within the regions of the province, facilitate inter-governmental planning and policy development locally and regionally in order to obtain maximum service levels, and encourage incorporation of Improvement Districts where feasible.
38. **ASSISTANT DEPUTY MINISTER, HOUSING DIVISION** — Responsible for planning, coordinating and contracting the delivery of province-wide housing programs. This includes policy and program development for the Alberta Mortgage and Housing Corporation.
39. **EXECUTIVE DIRECTOR, FINANCIAL ASSISTANCE & RESEARCH** — Responsible for a number of housing programs including home improvement, housing research, and financial incentives for rental housing.
40. **EXECUTIVE DIRECTOR, PLANNING SECRETARIAT** — Responsible for the planning and development of housing policies and program initiatives for the Housing Division and the Alberta Mortgage and Housing Corporation.
41. **EXECUTIVE DIRECTOR, RURAL HOUSING** — Responsible for the provision of financial, administrative, construction and renovation training assistance programs for low to modest income families and senior citizens.

DEPUTY MINISTER'S REPORT

The 1987/88 fiscal year was one in which Alberta Municipal Affairs continued assisting Alberta's citizens and Alberta municipalities through its various programs. The year's highlights were:

In September of 1987 the Hon. Dennis Anderson was appointed Minister of Municipal Affairs.

During this fiscal year over $26 million were provided to municipalities through the Alberta Municipal Partnership in Local Employment Program, which was in addition to $98 million of unconditional grants which were provided to municipalities.

Through the Senior Citizens' Renter Assistance Program and the Property Tax Reduction Program, Albertans received another $110 million.

As one of the key steps leading to the planned incorporation of the Municipal District of Brazeau No. 77 on July 1, 1988, Improvement District 222 was incorporated on January 1, 1988.

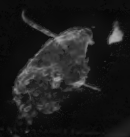
In the spring of 1988 the Department commenced work on a futures planning process which will assist municipalities with their planning into the 21st century.

The work of the Municipal Statutes Review Committee began in earnest in the fall of 1987. The committee's mandate is to review and make recommendations on the entire system and process of municipal government in Alberta.

In June 1987 the "Implementation of Resolution 18 (A Resolution Concerning An Amendment To The Alberta Act)" document was tabled in the Legislative Assembly. This document proposed the methods by which ownership of the lands making up the eight Metis Settlements would be transferred from the Crown to the Metis Settlements and protected in the Canadian constitution.

It was with the dedication and support of the departmental staff members and with the support of our Ministers that we continued with our high standards of service to the population of Alberta.

Office of the Deputy Minister



Archie R. Grover
Deputy Minister

OFFICE OF THE DEPUTY MINISTER

The Deputy Minister is the chief executive officer responsible for the administration, coordination and control of all line and staff functions. As part of the staff function responsibilities, the Legal Services, Personnel Services and Communications and Public Affairs Branches are part of the Deputy Minister's Division. The Special Areas Board and the Assessment Equalization Board are also part of the Division.

Communications and Public Affairs Branch

The Communications Branch is staffed by professionals seconded from the Public Affairs Bureau. It provides a complete internal and external public relations service to Alberta Municipal Affairs and its associated boards.

The services provided include:

- giving public relations advice to all levels of Department staff;
- liaising with the news media;
- coordinating advertising, print, graphic, display and audio-visual needs;
- carrying out communications research; and
- publishing the external magazine *Municipal Counsellor* and the internal staff newsletter.

One innovative project for the Branch during the fiscal year was the creation of a Department information kit. The pocket-size kit consists of an outer folder with a message from both Ministers and an organization chart for the Department. Individual pamphlets for each of the Divisions and the associated boards are nestled in the folder. Over 8,000 of the kits were distributed within the first three months of its existence.

During the year the Branch carried out a readership survey of the internal staff newsletter. The findings are being used to better target the newsletter's contents and revamp procedures for news gathering.

A distribution survey for the Municipal Counsellor magazine was conducted over a four-issue period during 1987-1988. It resulted in an up-to-date mailing list employing a custom-designed, easy-access computer program. The survey corrected a number of long-standing distribution problems.

Communications Branch staff worked with the Housing Division's Research and Development Section on the three-year-old Awards of Excellence in Affordable Housing program. The focus of the program was refined to be more consumer-oriented. Present program advertising and brochures reflect this change. As well, award-winning home builders are using the program symbol in their own promotion materials as a sign of quality.

The Branch created a special display and staffed it at Calgary City Hall on Municipalities Day during the 1988 Winter Olympics in February. Thousands of Olympic visitors viewed exhibits representing over 50 of Alberta's municipalities.

"We are Making a Difference" or "Keyanaw Tatuskatamahk," a 21-minute English/Cree video production, is the result of a cooperative effort between the Land Programs Branch and Communications. The video is intended to raise the awareness of the local government process in Improvement Districts, with appropriate emphasis on the contributions of the Native community. As well, the production encourages residents of Improvement Districts to become actively involved in the municipal government system.

For the first time, Edmonton's Klondike Days "Dream Home" was an All-Alberta home featuring construction materials produced here in Alberta. As part of this promotion, the Communications Branch directed the publishing of a comprehensive tabloid outlining the advantages of such a home. The tabloid was distributed to the thousands of people who visited the home at Edmonton Northlands, and was used throughout the year by the Housing Division in responding to questions about the housing industry in Alberta.

A total of 221 printing and creative artwork projects were completed during the fiscal year. As well, 131 audio/visual orders, 140 advertising requests and 16 display requisitions were processed.

Legal Services

The Solicitor's Office, located in the Jarvis Building but staffed by a lawyer from the Attorney General's Department, provides diverse legal services to Alberta Municipal Affairs and its associated boards. These include:

- the supply of legal advice and written opinions usually related to legislation administered by Alberta Municipal Affairs;
- the review and preparation of documents including contracts required by the Department;

- court appearances, where required, on behalf of the Department including representation before the courts on behalf of the Alberta Planning Board, Alberta Assessment Appeal Board and the Development Appeal Boards in the Improvement Districts;
- reviewing proposed new legislation and regulations as well as the proposed revision of existing legislation and regulations; and
- participation in special projects.

Personnel Services

The Personnel Services Branch works toward providing a productive, efficient, qualified and stable work force for Alberta Municipal Affairs. To this objective, the following are some of the major initiatives and changes introduced during the 1987/88 fiscal year:

- assisted Divisional management to finalize amalgamation with Alberta Municipal Affairs of the former Department of Housing and the former Native Affairs Secretariat;
- developed and implemented procedures to accommodate increased delegation of authority to Department managers;
- actively involved in the administration of the Employee Flexibility Assistance Program which included Extended Leave of Absence Without Pay, Job Sharing, and the Early Retirement Incentive programs. The Department had 48 percent of eligible participants apply for and take early retirement;
- assisted managers to successfully manage internal resources which enabled the Department to meet restraint guidelines without having to release employees;
- increased on-line reporting capabilities of the Municipal Affairs Personnel Information System, with the intent of implementing direct access to Division heads;
- active involvement in the delivery of Computer Skills Training both in head and regional offices throughout the Department; and
- administered the Summer Temporary Employment Program (STEP), Priority Employment Program (PEP) and other employment incentive programs for the Department.

Other significant data for this fiscal period includes:

- 817 permanent positions in the Department at the end of the period; no permanent positions were added to the establishment;
- 15 classified positions were deleted;
- the average number of wage employees was over 320;
- 11 employees received Long Term Disability Insurance during this period;
- personnel/pay procedures within the Department have been streamlined;
- 149 classification submissions were processed; and
- formal grievances continue to remain very low.

Assessment Services Division

Rene G. Gagne
Assistant Deputy Minister

ASSESSMENT SERVICES DIVISION

The Division ensures equitable property tax assessments throughout Alberta through three branches:

- Assessment Operations Branch
- Assessment Standards Branch
- Assessment Inspection Branch

It was a busy year in which substantial work was done on the New Rural Assessment Policy. Now in place, this new policy will bring more equity into the property assessment system in rural Alberta.

Assessment Operations completed a record number of general reassessments, bringing 51 municipalities to a more current assessment base.

The Assessment Standards Branch introduced the Municipal Affairs Residential Calculation (MARC) system in Assessment Operations' nine regions, the City of Fort McMurray and the Municipal District of Sturgeon.

Assessment Operations Branch

The Assessment Operations Branch provides property assessment services pursuant to the Municipal Taxation Act to various municipalities in the province and provides services province-wide for properties assessable under the Electric Power and Pipeline Assessment Act.

The Branch consists of the Edmonton head office, nine regional offices and four regional sub-offices.

The Industrial Assessment Section is located in head office along with the office of the Branch Director.

The Industrial Assessment Section is responsible for carrying out assessments pursuant to the Municipal Taxation Act of oil and gas properties and special plants in the majority of municipalities in the province. The Section is also responsible for doing assessments province-wide of wells, flow lines, pipelines, electric power, and cablevision properties under the Electric Power and Pipeline Assessment Act. Alberta Government Telephones (AGT) properties are valued under the Municipal and Provincial Properties Valuation Act. The industrial assessors also provide consulting expertise to other assessors and municipalities.

The regional offices are responsible to various municipalities for assessments of urban and non-farm properties consisting of residential, commercial, light industrial improvements and non-farm or market valued land. They also carry out assessments of farmland and residences and do assessments of oil and gas plant properties not done by the Industrial Assessment Section. The regional assessors provide consulting expertise to other assessors and municipalities, and provide assessment assistance to municipalities for which they are not directly responsible.

Assessors at times become involved in special projects such as appraisals for the Public Trustee or for Alberta Public Safety Services for disasters such as the 1986 floods and the 1987 Edmonton area tornado disaster.

By statute, general assessments have a maximum seven-year life; therefore, a reassessment is done in municipalities every eight years. With these reassessments, the base values used in the assessment process are updated to a more current level. The reassessment period can be lengthened with ministerial approval.

In these changing economic times, it is desirable to maintain assessments at a current level of value and to this end two test municipalities, the cities of Spruce Grove & Fort Saskatchewan, are being updated on a yearly basis through annual general assessments.

It is anticipated that, with computerization becoming more and more integrated into the business environment, assessments will more easily be updated to reflect current values. The test municipalities seem to indicate that this is feasible.

Computerization within Assessment Operations currently consists of mainframe computer systems used in the assessment of industrial oil and gas and plant properties and in the assessment of well, flowline and pipeline properties.

The oil and gas and plant sub-system is currently used by the Industrial Assessment Section and by the regional offices. It is also available to those municipalities who do their own assessments of industrial properties.

There are microcomputer-based systems installed or being installed in the regional offices which are used in the mapping and valuation of farmland properties and in the valuation of residential properties.

The following are business statistics relating to Assessment Operations:

	1986	1987
Value of Building Permits	$568,878,887	$573,159,999
Number of General Assessments Completed or In Progress	41	51
Number of General Assessments Refused	14	13
Number of Municipalities Exceeding 7 Year Limit	33	32
Number of Annual Assessments Completed	304	290
Population in Municipalities Served	609,081	596,020
Total Number of Parcels	518,427	520,055
Appraisals	711	1,152
Annexations	15	7
Number of Oil and Gas Well Zones	89,488	92,275
Kilometres of Flowline/Pipeline	131,839	138,431

Assessment Standards Branch

In 1987/88, the Branch continued to offer support to the assessment community in Alberta through its program of field assistance, training and research.

A major focus of Branch activity was the implementation of the automated Municipal Affairs Residential Calculation (MARC) system in Assessment Operations' nine regions, the City of Fort McMurray and the Municipal District of Sturgeon. This prototype system has provided assessors with significant time savings in the residential valuation process and will be installed in more locations through 1988. Other activities related to automated systems include:

- a review of the farmland system presently used in three of Assessment Operations' field offices and a number of rural municipalities;
- preliminary work on an assessment file system to provide "header" data for the MARC and farmland systems; and
- development of a system that combines data base and spreadsheet technology to provide a sales selection capability for Assessment Operations.

The Branch offered seminars on Court of Revision procedures in more than 30 municipalities in 1987 and expects to meet a comparable number of requests in 1988. Public information kits were made available to all municipalities that completed general assessments in 1987 for taxation in 1988. These packages of brochures and background articles were well received by assessors and municipal administrators as a source of information for taxpayers about assessment.

The year 1987 saw the completion of the Assessor Development Series, an in-house training program designed to train new assessors, and the initiation of the Citation Program offered in conjunction with Local Government Studies of the University of Alberta and the Alberta Assessors' Association. The Citation Program provides workshops to more senior assessors who wish to continue upgrading their technical skills in the application of the 1984 assessment manual, assessment law and other assessment related topics.

The coverage of the assessment manual was expanded considerably in 1987 with the regulation of the farmland schedule as it pertains to arable dryland and pasture land. It was also possible, with valuable assistance from the Lethbridge Office of Assessment Operations, to complete most of the field work for developing rates for irrigated farmland. For urban assessments, additional rates were provided for both commercial and multi-residential improvements.

Assessment Inspection Branch

The Branch provides an assessment inspection function to enhance quality control of assessments throughout the province.

A number of the larger municipalities completed general assessments during the past year, including the Cities of Edmonton and Calgary. The Branch spent considerable time assisting and reviewing procedures during completion of these assessments.

A program was designed to establish farmland assessment benchmarks through the major soil zones in the province. It is designed as a long range project which provides for expansion as field work progresses in the

individual municipalities. The portion of the program completed to date covers most of the southern portion of the Black Soil zone, the Thin Black and Dark Brown Soil zones. The Federal Soil Survey Unit and Alberta Agriculture have taken an active role in assisting with this program.

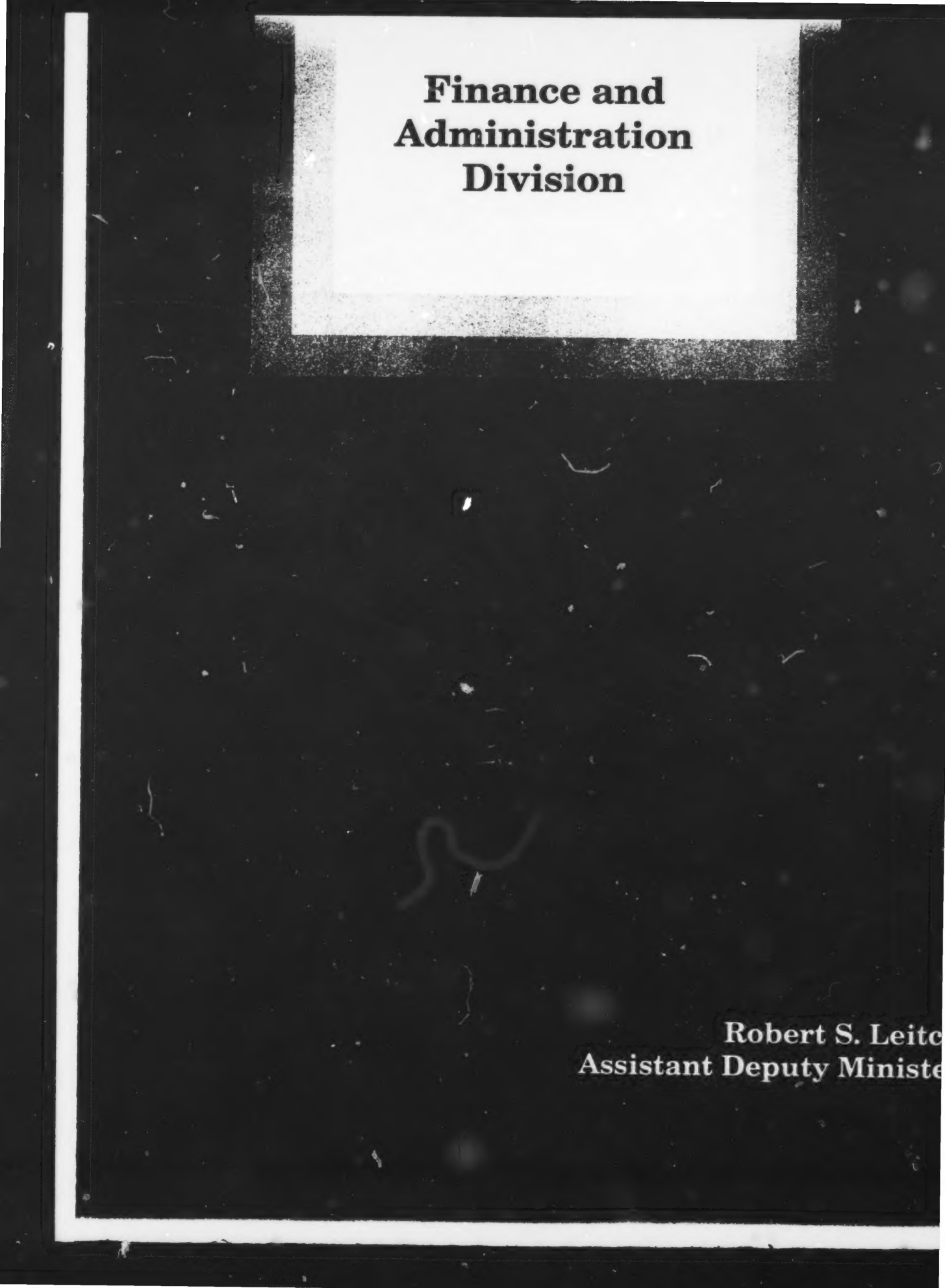
Considerable assistance was provided to Alberta Public Safety Services in their appraisal program. A member of the Branch serves as chairman of the Disaster Assistance Committee and other staff inspectors were called on to deal with many of the disputed and controversial appraisal matters. The large number of appraisal claims arising from the July 31, 1987 "Black Friday" tornado added considerably to the work load.

There were a large number of assessment related queries and investigations handled by the Branch during the year. The Rural Assessment Policy proposed by the Alberta Association of Municipal Districts and Counties was further field tested to ensure there was sufficient background from which to prepare legislation and regulations for introduction of the proposal. Explanation of the proposal's concepts was provided to several interested councils and groups.

A computerized graphics package which summarizes property values in the municipalities over the past five-year period was further expanded and appears to be well received by the municipalities and their assessors. The intended effect of the program, to provide the Alberta Assessment Equalization Board with more reliable market value data from which to calculate the municipalities equalized assessments, is beginning to show positive results.

The Industrial Property Taxation Task Force, which included representation from the private sector, municipalities and other government Departments, was provided with considerable assistance in researching and preparing data in its evaluation of the effect of taxing machinery and equipment.

Finance and Administration Division



Robert S. Leitc
Assistant Deputy Ministe

FINANCE AND ADMINISTRATION DIVISION

The Division is responsible for developing and providing effective financial, administrative, and electronic data processing services to all areas of the Department.

This is achieved through services provided by:

- Administrative Services Branch
- Financial Services Branch
- Information Systems Branch
- Internal Audit

Administrative Services Branch

The Administrative Services Branch provides support functions to all Divisions of the Department as well as the associated boards. These functions include:

- accommodation and related building services;
- duplicating and stock advance;
- library services;
- mailroom and messenger services;
- purchasing;
- records management and forms administration; and
- telecommunications, risk management and vehicle administration.

During 1987/88, the Branch coordinated the move of the Assessment Services Division to Sterling Place, and the subsequent moves of the Housing Division from the 112th Street building to the Jarvis Building, as well as numerous changes within the Jarvis Building.

Planning has now commenced for the future major Department move to the Jasper Avenue Building.

Financial Services Branch

This Branch is responsible for providing accounting and financial management services to the Department and its related boards and agencies through:

- Departmental Accounting and Budgeting Section
- Trust Fund Accounting Section
- Property Taxation Section
- Financial Planning, Policy and Procedures Section

The Departmental Accounting and Budget Section is responsible for payments of account and receivables under the General Revenue Fund, preparation of the departmental budget and inventory control. Major activities in 1987/88 included the conversion of the accounting systems to the Department Financial System/Central Financial System (DFS/CFS) protocol in October 1987, and a reorganization of staff responsibilities. Meetings and training sessions were held with representatives from the various Divisions prior to the implementation date. The conversion occurred smoothly with little disruption of regular vendor processing.

The Trust Accounting Section is responsible for providing accounting and financial management services for the following trust funds administered by the Department:

- Improvement Districts Trust
- Special Areas Trust
- Alberta Planning Fund
- Metis Population Betterment Trust
- Metis Settlements Trust
- Metis Associations Grants Administration Trust
- General Trust

Major activities in the current year included:

- coordination of the transfer of financial information to the new Municipal District of Bighorn No. 8;
- development of new automated interfaces between systems;
- introduction of monthly budgeting to the management reporting system;
- development of recommendations for improvements to the investment management strategy for trust; and
- participation in the selection of an accounting package for Improvement District offices.

The Property Taxation Section is responsible for maintaining a tax account receivable system for Improvement Districts and Special Areas; assessment and tax roll data processing activities; and information requirements of the public, the Improvement Districts and Native Services Division's Support Services Branch, the Trust Fund Accounting Section, the Tax Recovery and Property Administration Branch, and the Grants and Subsidies Branch.

Primary responsibilities include:

- updating tax rolls;
- property tax billing;
- processing of minimum benefits under the Property Tax Reduction Act;
- tax receivables reporting;
- registering caveats; and
- issuing tax certificates.

In 1987/88, the Section assisted in the implementation of the assessment and taxation system for the Municipal District of Bighorn No. 8 during its incorporation. In addition, the Section was involved in the development of arrears collection procedures for non-title accounts.

The basic objective of the **Financial Planning Policy and Procedures Section** is to deliver updates, revisions, and new policy and procedures relating to expenditures, receivables and accounting of General Revenue and Trust Funds in accordance with the various acts, regulations, and guidelines. The Section also takes a primary role in financial system changes and enhancements.

Implementation is achieved chiefly through committee involvement and direct communication between section staff and staff in district and regional offices.

Major activities in the current year included:

- coordinating the departmental conversion from the former Alberta Financial Information System (AFIS) to the new Department Financial System/ Central Financial System (DFS/CFS) protocol for both Departmental and Trust Accounting; and
- various policy and procedure documents were reviewed, revised, and/or developed.

1987/88 Expenditures Classified by Program

a) Financial Support for Municipal Programs
$219,396,886 (53.5%)

b) Alberta Property Tax Rebate to Individuals
$110,524,059 (26.9%)

c) Research and Financial Assistance for Housing
$36,401,900 (8.9%)

d) Administrative and Technical Support to Municipalities
$21,974,065 (5.4%)

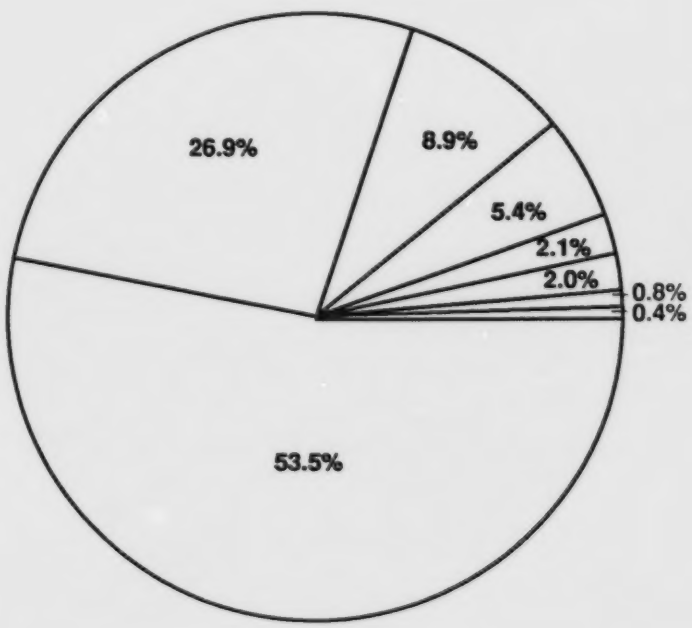
e) Support to Community Planning
$8,769,763 (2.1%)

f) Departmental Support
$8,177,689 (2.0%)

g) Native Support and Coordination
$3,546,253 (0.8%)

h) Regulatory Boards
$1,447,805 (0.4%)

Total Expenditure
$410,238,420 (Actual)



Information Systems Branch

The Information Systems Branch was specifically created to facilitate the information processing activities of the Department, and to coordinate all data processing systems and procedures for the Department.

Information Systems Branch is responsible for managing the development of an effective technical architecture and to support the current and future information needs of the Department.

Major activities completed in the current year include:

- installation of microcomputers in 30 Alberta Municipal Affairs offices and connection to the provincial network to allow access to electronic mail, and other mainframe and microcomputer applications;
- initiated the development and implementation of pilot projects in ID 14 (Edson/Evansburg) and Peace River to evaluate the use of Local Area Network (LAN) technology, and the application of a municipal financial software package;
- established a training centre in Peace River to address the EDP training needs of the northern field offices;
- implemented the Municipal Affairs Residential Calculation system (MARC) in nine Assessment Services Division offices as well as two municipalities;
- completed the implementation of office automation for executive management; and
- implemented on-line access to personnel information for executive management.

Internal Audit

The Department's management is responsible for the preparation of various financial reports and for the integrity of the financial data included in the Public Accounts.

To achieve this goal, management maintains a system of internal controls which is designed to provide reasonable assurance that assets are safeguarded and transactions executed and recorded in accordance with management's policies for conducting government business. This system includes policies which require adherence to ethical business standards and compliance with all applicable laws. The internal control process is continuously monitored by direct management review and an internal audit program under which periodic independent reviews are made in accordance with generally accepted internal auditing standards. The internal audit program includes operational and compliance reviews.

The Executive Committee, through its Audit Committee, is responsible for determining that management fulfills its responsibility with respect to the Department's financial reporting and the system of internal controls.

The Internal Auditor reports to the Audit Committee comprised of the Deputy Minister and the Assistant Deputy Ministers of the Department. The Audit Committee meets periodically with the Department's Internal Auditor to review audits and internal control matters.

In 1987/88, the Branch:

- audited the field office operations of five Improvement Districts;
- audited the field office operations of Special Areas in Hanna and Consort;
- verified the capital costs of seven water and/or sewer projects;
- followed up on the status of recommendations made by the Office of the Auditor General for five funds;
- audited seven special projects;
- followed up on the status of recommendations made by the Office of the Internal Auditor in 1984/85 on 11 subsystems of the Municipal Affairs Taxation (MATX) System; and
- completed two special audit assignments.

Housing Division

William K. Mann
Assistant Deputy Minister

HOUSING DIVISION

The Division is responsible for planning, coordinating and contracting the delivery of province-wide housing programs. This includes policy and program development for both the Division and the Alberta Mortgage and Housing Corporation (AMHC).

In order to carry out its mandate the Division is organized into three Branches:

- Financial Assistance and Research Branch
- Planning Secretariat Branch
- Rural Housing Branch

Financial Assistance and Research Branch

The Financial Assistance and Research Branch administers grants in areas of home improvement, housing research, and financial incentives for rental housing. As well, the Branch is responsible for technical research and development and for technology transfer in the housing and land development fields.

Activities of the Branch have been organized into three functional areas: Grants Administration, Home Improvement, and Research and Development.

The Grants Administration Section provides assistance to Albertans through five programs:

- Senior Citizen Unique Homes Assistance Program
- Home Adaptation Program
- Housing Registry Program
- Alberta Rental Investment Incentive Program
- Extended Alberta Rental Investment Incentive Program

As well, the Grants Administration Section deals with residual issues involving the Alberta Heritage Fund Modified Mortgage Interest Reduction Program, which terminated on December 31, 1986.

Senior Citizen Unique Homes Assistance Program

This program provides grants to eligible senior citizen homes for 75 percent of justifiable deficits up to $4.80 per bed per day (except in the case of the Pioneer Home in Hythe which is funded for 90 percent of justifiable deficits up to $4.80 per bed per day). The eight homes which received funding provide levels of care which generally fall between those offered in lodges and those offered in nursing homes.

Calgary — Salvation Army Sunset Home	$ 42,420.75
Calgary — Bethany Care Centre	$ 49,309.20
Coaldale — Mennonite Home	$ 19,113.60
Edmonton — Salvation Army Sunset Home	$100,848.00
Edmonton — Emmanuel Home	$ 20,673.60
Hythe — Pioneer Home	$143,664.00
Medicine Hat — Haven of Rest	$121,171.14
Wetaskiwin — Good Shepherd Home	$ 58,787.85
TOTAL 1987/88 Assistance	$555,988.14

Alberta Rental Investment Incentive Program and Extended Alberta Rental Investment Incentive Program

The Alberta Rental Investment Incentive Program was introduced to encourage the construction of more rental housing for Albertans in 1980 and 1981 by providing an extra incentive for investors/developers who commenced construction on a multiple unit residential building (MURB) during that period. Under the program, corporations that are taxable in the province apply for a tax credit while individuals apply for a tax rebate.

If an applicant's tax payable is less than the total eligible incentive, the unpaid balance may be carried forward into subsequent years (up to July 1, 1990) until the full amount of the rebate/credit has been claimed. A total of 126 tax rebate applications were processed during the fiscal year representing an expenditure of $402,295.

The Extended Alberta Rental Investment Incentive Program is similar to the Rental Investment Incentive Program except that it applies to MURBs started in 1982 and 1983. Under this program individuals receive payment in the form of a lump sum grant and corporations receive a refundable tax credit.

The deadline for project completion under the program was June 30, 1987. Two grant applications were processed during the 1987/88 fiscal year, representing an expenditure of $13,194.

Home Adaptation Program

The Home Adaptation Program provides grants of $1,000 to homeowners and tenants who are wheelchair users or who have a wheelchair user residing with them. Landlords making modifications to existing residential buildings to accommodate wheelchair users or have accommodation constructed for wheelchair users are also eligible. The grant is for adaptations which will provide the wheelchair user access to the residence and mobility within the home.

During 1987/88 a total of 140 applications were approved. Expenditures during this period amounted to $130,762.

Housing Registry Program

The Housing Registry Program provides funding to nine housing registries. The primary purpose of the housing registries is to act as a housing referral service for senior citizens, the handicapped, the "hard-to-house" and Native people. Other activities of the housing registries are to provide information on housing programs to the public and to gather housing information.

The nine registries funded by the program are located in Calgary (2), Edmonton (5), Lethbridge (1), and Medicine Hat (1). In 1987/88 the registries received a total of $303,500 in grants.

Home Improvement

The Home Improvement Section is responsible for the delivery of two programs which provide financial assistance to senior citizens.

Seniors' Home Improvement Program

This program was introduced in December 1982 as a successor to the Alberta Pioneer's Repair Program and the Senior Citizens' Home Improvement Program. Applications were accepted to June 30, 1986. It provided assistance to low and moderate income senior citizen homeowners to repair or improve their homes.

During the 1987-88 fiscal year, $5,607,666 was expended under this program.

Seniors' Home Improvement Program Extension

A three-year extension to the Seniors' Home Improvement Program was announced effective July 1, 1986. As with the Seniors' Home Improvement Program, grants of up to $3,000 are available.

During the 1987/88 fiscal year, 4,928 applications were approved representing a commitment of $12,605,000. This included $888,000 in supplementary benefits to 704 applicants. Total expenditures by seniors under the Seniors' Home Improvement Program Extension during this period were $10,209,200.

As a special service to Alberta's 43 Indian Bands, Metis Settlements and isolated communities, a Native liaison officer is employed by the Section to address the specific needs of these groups relative to the two seniors' programs.

Spot inspections are undertaken by the Section to ensure the validity of claims made for materials purchased or services performed under the programs. A total of 4,004 inspections were completed during 1987/88.

Research and Development

The main responsibilities of the Research and Development Section are:

- to carry out and support technical research and development in the fields of housing, land development and related manufacturing industries; and
- to encourage the application and adoption of innovative methods, products and technologies.

The objectives of these activities are to improve housing quality, reduce housing cost and/or contribute to the viability and competitiveness of Alberta's housing industry. Research and development priorities for the 1987/88 fiscal year were construction technology, energy conservation, residential building products, design, site servicing technology and computer applications for the housing industry.

While the Section carried out some projects on its own initiative, most projects were carried out through the Innovative Housing Grants Program. This program provides grants of up to $25,000 to industry, organizations and individuals for approved research, design, evaluation and test projects. A limited number of grants of up to $50,000 are available to assist in offsetting the costs of major demonstration projects.

The Research and Development Section also administers the Competition for the Alberta Awards of Excellence in Affordable Housing. This program recognizes builders of high-quality moderately-priced housing.

Research and Development Activities

Twenty-nine projects were completed during the year. These projects were documented and, as part of the effort to encourage the commercialization of project results, reports on successful projects were disseminated broadly to relevant groups and individuals. Demand among industry groups for project reports continued at a high level with 7,400 requested in 1987/88. In addition, the Section participated in a number of major events to increase the transfer of new technology. These included the Canadian Home Builders' Association Convention in Calgary, the Alberta Home Builders' Association Conference in Red Deer, the Edmonton Home and Garden Show, Red Deer Home Ideas 88, and the Construction Products Trade Show 87 in Calgary.

Some of the major research and development projects which were completed under the Innovative Housing Grants Program and the Housing Research and Development Program during the year are:

- a demonstration and evaluation of recent air-sealing techniques in housing;

- development of a polyethylene air dam (seal) for window and door openings;
- development of a portable plumbing machine for on-site work with copper and plastic pipe;
- engineering refinement and certification of the Fiovalve Backwater Valve;
- a study of ownership retirement housing in Alberta;
- a feasibility study for a temporary sanitary sewage detention system in north Edmonton;
- development of residential guidelines for flood plain construction in Alberta;
- a demonstration project showing that it is possible to build a home almost entirely of Alberta-made products; and
- development of a testing standard for paint used as vapour barriers.

Competition For Alberta Awards Of Excellence In Affordable Housing

The competition recognizes the achievements of builders who build and market high-quality, moderately-priced housing in Alberta and focuses public attention on the best examples of such housing. This was the fourth year of the competition. Two competition categories were established to reflect the different cost categories which exist in the moderately-priced housing market.

Category 1 was for homes with hard construction costs (material and labour costs) under $44,000 and Category 2 was for homes with hard construction costs under $54,000. Up to five awards of $2,500 each were available in each category for different contest areas. An additional special award of $2,500 was made available to the overall winner in each category.

The overall winning entries are listed below:

Category 1 (up to $44,000)
Ralph Scurfield Memorial Award
Towers Model, by Soroka Developments Ltd., Lethbridge

Category 2 (up to $54,000)
Parklane Model, by Reid-Built Homes, Edmonton

Other winning entries came from Red Deer, Innisfail, Lethbridge, Calgary and Edmonton. Winning entries were announced and final presentations of awards were held at the Alberta Home Builders' Conference in September 1987. A brochure illustrating and describing the winning entries was produced and published.

The competition is being held again in 1988.

Planning Secretariat

The Planning Secretariat provides policy and program planning assistance and coordination to both the Housing Division and to the Alberta Mortgage and Housing Corporation (AMHC). It also provides an economic and housing market analysis capability and is very active in liaison with, and the coordination of, activities with such agencies as the Canada Mortgage and Housing Corporation (CMHC), industry organizations such as the Alberta Home Builders' Association and the private sector.

Activities of the Planning Secretariat are organized into three functional areas:

Market and Economic Analysis Section

The Market and Economic Analysis Section provides ongoing and special economic research, housing market/program analysis and information support to the housing organization, industry and the general public. Major activities of the section during the year included:

- monthly reports on residential construction activity and residential mortgage foreclosures in the province;
- a quarterly publication of housing market trends in Alberta;
- an annual survey and report on vacancy rates and rental costs in about 90 Alberta communities;
- short- and medium-term forecasts of housing starts, expenditures and requirements for the province and major urban areas;
- an assessment of the impact on housing of major resources and economic development in a number of communities;
- an impact assessment of the federal-tax-reform proposals on housing in Alberta.

Policy and Program Development (Department)

The Policy and Program Development (Department) Section examines and evaluates alternative directions for the programs administered by the Housing Division. As well, the Section conducts research and analysis work on a variety of housing-related subjects and issues.

Highlights of Section activities during the year were:

- the development of the 1987-89 Three Year Social Housing Plan for federal-provincial housing programs in Alberta;
- the development of guidelines and policies for the Seniors' Home Improvement Program Extension;

- the completion of an analysis of housing conditions and household characteristics in remote communities and on Metis Settlements in northern Alberta;
- the development of guidelines for the creation of a modified Rural Emergency Home Unit for Senior Citizens and smaller families; and
- consultations with the Edmonton Coalition on Homelessness on strategies to address homelessness in the city.

Policy and Program Development (Corporation)

The Policy and Program Development (Corporation) Section is responsible for the review and evaluation of housing programs delivered by Alberta Mortgage and Housing Corporation (AMHC). The Section is also responsible for conducting assessments for all applications for social housing projects and, based on the assessments, for recommending the appropriate course of action.

Highlights of activities during the year were:

- completion of application assessments for requests for social housing projects and for the transfer of owned property to social housing units;
- the commencement of the monitoring of senior citizens' housing projects located on two Indian Reserves and the preparation of an interim report;
- working with AMHC in exploring alternatives for owners of rental properties mortgaged through the Corporation;
- the completion of a review of the Revolving Trunk Servicing Program;
- the development of policies and guidelines for the private non-profit program, a program recently assumed by AMHC from Canada Mortgage and Housing Corporation;
- the examination of alternative proposals concerning land banking and development projects funded by the Corporation;
- preparation of AMHC's section of the Three Year Housing Plan;
- participation with AMHC in developing alternatives for the management of owned housing units in Grande Cache.

Rural Housing Branch

The Rural Housing Branch is responsible for the provision of financial, administrative, construction and renovation training assistance, which is directly linked to the provision of modest and affordable housing. Pre- and post-occupancy counselling is also an essential function in the provision of modest, affordable housing. The client groups are rural and mostly northern families and senior citizens, whose sources of income are often derived from seasonal employment, supplemented with unemployment insurance, social assistance or pension benefits.

The Branch has three programs:

- Rural Home Assistance Program
- Rural Emergency Home Program
- Rural and Native Housing Program

These programs are designed to meet specific needs where conventional housing programs are not suitable or available.

Rural Housing Assistance Program

Assistance under this program is provided to isolated communities and Metis Settlements in the form of grants for materials to enable these communities to construct new homes or improve existing homes of qualifying families. Program staff carry out their mandate in five areas:

- Metis Settlement Housing
- Northern Water and Sewer
- Rural Home Repair
- Rural Housing Employment Support
- Rural and Native Demonstration

Metis Settlement Housing — Assisted a total of 39 families through construction of modest homes during this fiscal year, with a cost commitment of $1,176,175.

Location	Units Built
Caslan	4
East Prairie	5
Elizabeth	5
Fishing Lake	5
Gift Lake	5
Kikino	5
Paddle Prairie	5
Peavine	5
	39

Northern Water and Sewer — During the fiscal year, grants were approved for the isolated communities to provide roughed-in plumbing in 43 units ($43,000) and 13 families received complete plumbing systems ($105,000) under the Medical/Disabled Program for a total cost of $148,000. The Metis Settlements received interior plumbing in the 39 homes constructed ($97,500). A further

$253,500 was granted for plumbing services to 115 families by the Department's Metis Settlements Branch. Of these families, 38 received complete plumbing systems under the Medical/Disabled Program. During the fiscal year, 210 families were assisted through a total water and sewer expenditure of $499,000.

Rural Home Repair — Assists all approved isolated communities and Metis Settlements to repair and upgrade existing homes of eligible families through the local housing associations. During the fiscal year, 55 applications were approved at a total cost of $227,408.

Rural Housing Employment Support — Through the employment initiatives package of Alberta Career Development, $300,000 was received. This funding assisted 13 isolated communities to employ 50 people during a six-month program of training for local workers to build new homes and repair existing ones.

Rural and Native Demonstration — The Rural and Native Demonstration program is in its second year of operation and 10 families were assisted in four communities to construct their own homes for a total cost of $366,053. The program is cost-shared on a 75/25 percent basis by Canada Mortgage and Housing Corporation (CMHC) and the Department respectively. The following communities were assisted under this program:

Location	Units Built
Metis Settlement	
Fishing Lake	2
Kikino	3
Paddle Prairie	1
Isolated Communities	
Garden River	4
	10

Rural Emergency Home Program

This program assists qualified, low to moderate income, rural families and senior citizens who may face the following types of emergencies:

- their home is destroyed by fire, flood or storm, and the family needs a place to live immediately;
- their home is overcrowded; or
- their home is not safe or healthy to live in.

The program may also provide units to families waiting for permanent housing, or families relocating permanently to new communities to take advantage of employment opportunities. Emergency homes may be located anywhere in the province, but are primarily available to Albertans living in northern Alberta. Through separate agreements, the program is also available on Indian Reserves. The program provides an opportunity for ownership to tenants who are interested in purchasing the mobile home.

During the year, the program received 548 applications for emergency housing and approved 172. Under the sales policy, 110 units were sold. Twenty-five 14' x 70' and twenty-five 14' x 44' units were purchased during the fiscal year. There are 138 units on Indian Reserves guaranteed by the federal government for full cost recovery. As of March 31, 1988, there were 1,110 units in the Rural Emergency Home Program, of which 1,028 were occupied.

Rural and Native Housing Program

The Rural and Native Housing Program is a cost-shared federal/provincial program which has been in effect since 1974. Mortgage funding for the construction or purchase of units is provided by Alberta Mortgage and Housing Corporation (AMHC), while subsidies and other costs are shared on a 75/25 percent basis by Canada Mortgage and Housing Corporation (CMHC) and the Department, respectively.

During the year, 125 Albertans received mortgage assistance through the program.

The program also completed post occupancy warranty repairs on a total of 33 units at a total cost of $87,942. The repairs were carried out in the following regions:

Region	Post Occupancy Warranty Repairs
Peace River	10
Bonnyville	5
South	18
Total	33

The program also has 93 rental units which are administered by AMHC.

Region	Rental Units
Peace River	76
Bonnyville	5
South	12
Total	93

It is the intent to market these units to eligible program applicants.

The Rural and Native Housing Program has a total of 1435 ownership and rental units in its portfolio.

Improvement Districts and Native Services Division

Dennis C. Surrend
Assistant Deputy Minister

IMPROVEMENT DISTRICTS AND NATIVE SERVICES DIVISION

The Division is divided into two major administrative functions:

- Improvement District Operations
- Native Services

In November 1987, Dennis Surrendi joined the Department to become the Assistant Deputy Minister for the Improvement Districts and Native Services Division.

This Division is taking an active role with the Municipal Statutes Review Committee in providing input and recommendations along with other municipal, provincial, and public representatives who are reviewing all legislation having an impact on municipal government functions.

The Division is also involved in the Municipal Alternatives Beyond 2000 project which is designed to explore trends which are likely to occur into the next century and how municipal decision makers can plan for them.

Improvement District Operations, in keeping with the plans and priorities of the Department, has continued the pursuit of its mandate to develop local government in the Improvement Districts and to assist those Improvement Districts that have the resources and capabilities to assume greater local government autonomy through to incorporation.

On January 1, 1988, the major portion of the Improvement District of Bighorn No. 8 became incorporated as the Municipal District of Bighorn No. 8. This culminated a period of planning and preparation spanning a number of years and provides evidence of achieving the Government's goal to generate local self-reliance and responsibility by encouraging, wherever practicable, incorporation of Improvement Districts.

Due to a number of early retirements, normal personnel turnover and transfers, new managers have been appointed in Improvement Districts 7, 17 East, 17 Central, 18 North, and 22.

A major drive to automate procedures in Improvement District offices and suboffices is underway in cooperation with the Information Systems Branch of the Department. Toward this end, pilot projects have been set up in Edson and Peace River. Development of systems and training of personnel will receive considerable emphasis in the coming year.

In the fall of 1987, a realignment and renaming of the Regions responsible for Improvement District administration took place. Improvement District 17 East became part of the Peace Region (previously the Northern Region) while Improvement Districts 6, 7, and 8, as well as the National Parks (Improvement Districts 4, 9, 12, 13, and 24) were added to the Capitol Region (previously the Central/Eastern Region).

The **Land Programs Branch** is refining administrative procedures for the 15 Green Area hamlets that are now or will soon be administered by the Improvement Districts. A further six communities have been identified as candidates for transfer under the ongoing Green Area Hamlet Transfer Program which allows for a change in the administration of these lands from Alberta Forestry, Lands and Wildlife to Municipal Affairs.

Access to Alberta's automated land registry system — Land Status Automated System (LSAS) — is now available at many of the Improvement District offices. This system is used to track the thousands of files associated with the transfer of land in Green Area hamlets. In many of the recently transferred hamlets, titles are being created to allow the sale of land to community residents who have been restricted to leases in the past. Training of Improvement District staff in the use of the LSAS (Hamlet) system by Land Programs Branch staff is well underway.

The **Support Services Branch** provides financial, budget, assessment, engineering and general administration services for the other branches of the Division. Some of the 1987/88 highlights were:

- the total equalized assessments for all the Improvement Districts in 1987 was $1,268,948,090;
- general assessment commenced for IDs 15 and 20;
- a new school district, Spirit River Roman Catholic Separate School No. 36, was formed in ID 20;
- the Hinton Roman Catholic Separate School District No. 155 significantly expanded their boundaries;
- changes in the boundaries of Auxiliary Hospitals in ID 8 were made, with the Didsbury Auxiliary Hospital No. 33 being deleted;
- automation studies for assessment and taxation information purposes and field office accessibility commenced; and
- an evaluation of Alberta Education's paper on pooling of industrial assessments was prepared.

Native Services

The role of Native Services is to assist other provincial departments and agencies in strengthening their mandates in relation to Alberta's Native people. Native Services consists of the office of the Executive Director; the Metis Settlements Branch, serving Alberta's eight Metis Settlements; the Metis Services Branch, maintaining liaison with Metis people living off-settlement; the Special Services Branch, maintaining on-going communication with Treaty Indians; and the Policy Section.

Several significant developments and achievements occurred during 1987/88. In June 1987, a document entitled "Implementation of Resolution 18 (A Resolution Concerning an Amendment to the Alberta Act)," was tabled for discussion purposes in the Legislative Assembly. This document proposed methods by which ownership of the lands within the eight Metis Settlements would be transferred to the Metis Settlements and protected in the Canadian Constitution. Negotiations with the Settlements to finalize legislative and administrative proposals are continuing.

Members of the Metis Settlements were provided access to the Rural Electrification Program administered by Alberta Transportation and Utilities. Settlement members are now eligible to receive a 50 percent grant toward the portion of the funding normally required of individuals seeking to extend electric power to their land.

The Province entered into a Framework Agreement with the Metis Association of Alberta. This agreement is intended to provide joint planning and programming in areas of interest to Metis people. This joint process will lead to the greater input and benefit of Metis people from government programs, services, processes and structures. In support of this initiative, Metis Association Regional Councils were provided with funding to support their operations as well as those of their respective Metis Association Locals.

Native Services played a part in several provincial/federal agreements. Considerable activity occurred under the Canada/Alberta Memorandum of Understanding on Native Development which provides for a planning and coordination process for economic and social development. Native Services also participated in the development of the "Syncrude Agreement" which is a four-party agreement among Canada, Alberta, Syncrude (Canada) Ltd., and the Athabasca Native Development Corporation to improve access to business and employment opportunities associated with oil sands development. This "Syncrude Agreement" is proceeding toward final ratification in the next fiscal year.

Over $4.1 million was granted to Native organizations and individuals in 1987/88.

Municipal Affairs 1987/88

Municipal Administrative Services Division

Tom Forgrave
Assistant Deputy Minister

MUNICIPAL ADMINISTRATIVE SERVICES DIVISION

This Division is composed of three branches:

- Grants and Subsidies Branch
- Municipal Services Branch
- Tax Recovery and Property Administration Branch

The Division acts as the focal point for general municipal administration and financial matters. As such, the Division is the coordinating agency for much of the Province's constitutional responsibility for municipal institutions. It regularly provides advice and information to municipal elected and appointed officials on carrying out their roles effectively and in accordance with relevant legislation and regulations. It also investigates and assists in resolving complaints regarding municipal actions and conflicts within and between municipalities.

The Division is involved in the development of the government's municipal policies, frequently coordinating or serving as the departmental representative on interdepartmental committees. Through direct contact with municipalities, workshops or seminars, it provides information to municipal officials and receives their input on matters which are relayed to the Minister, relevant officials, departments or agencies.

Contact with individual Albertans occurs frequently in the administration of programs such as rental assistance and property tax reduction for senior citizens, tax recovery, sale of land and in response to general inquiries or complaints regarding municipalities. The Division administers four programs which provide funds to municipalities.

The management of municipal government affairs in Alberta in 1987/88 continued to demand considerable creativity and resolve on the part of both elected and appointed officials. Economic restraint continued to test the management ability of these officials. Toward the end of the year the challenge shifted to responding responsibly to improving economic conditions.

Extensive involvement in educational programs for elected and appointed officials, as well as consultation with their representative associations, continue to be essential to the Division's ability to represent municipal concerns and to respond to increasing requests for assistance, advice and services.

Assistance Programs

Details of the disbursements to municipalities and Albertans were:

Assistance to Municipalities

Unconditional Assistance Grants to Municipalities

16	Cities	$ 43,700,052
108	Towns	14,032,256
122	Villages	2,905,130
50	Summer Villages	297,247
30	Counties	21,410,037
20	Municipal Districts	10,059,582
14	Improvement Districts	4,367,935
	Special Areas	1,097,175
4	Collecting School Districts	273,950
	Total	$ 98,143,364

Special Assistance Grants

3	Cities	$ 44,122
11	Towns	122,354
14	Villages	35,848
4	Counties	30,200
1	Municipal District	2,175
2	Improvement Districts	80,000
2	Collecting School Districts	10,422
	Subtotal	$ 326,121
	Municipal Anniversary Recognition Grants	$ 37,431
	Total	$ 363,552

Municipal Debenture Interest Rebate Program

16	Cities	$ 82,378,992
106	Towns	8,676,464
103	Villages	1,006,871
4	Summer Villages	20,864
20	Counties	904,992
14	Municipal Districts	146,483
9	Improvement Districts	148,565
4	Regional Services Commissions	502,076
	Total	$ 93,785,307*

* Included in the above figure are debenture pre-payment penalties and adjustments totalling $3,842,555.

Alberta Municipal Partnership in Local Employment (AMPLE) Program

16	Cities	$ 17,166,749
108	Towns	3,398,486
122	Villages	574,179
50	Summer Villages	172,949
30	Counties	2,778,791
21	Municipal Districts	1,216,216
15	Improvement Districts	660,812
8	Metis Settlements	53,109
	Special Areas	66,532
4	Collecting School Districts	126,683
	Total	$ 26,214,506

Senior Citizen Self-Contained Apartment Program grants were paid to six cities, two towns and two villages, totalling $890,158.

Ethno-Cultural Provincial School Levy Abatement Program grants were paid to 29 ethno-cultural organizations totalling $79,884.

Assistance to Individuals

Senior Citizens' Renter Assistance Program

Total Applications	46,912*
Regular Applications ($1200 x 27,866)	$ 33,439,200
Subsidized Housing Applications ($600 x 16,954)	10,172,400
Owner-Occupied Mobile Home ($1000 x 2,092)	2,092,000
Total Disbursed	$ 45,703,600*

* Includes prior years' applications

Property Tax Reduction

Senior Citizen Applications	101,027
Non-Senior Citizen Applications	3,730
Total Applications	104,757*
Amount Disbursed Senior Citizen	$ 63,448,996
Amount Disbursed Non-Senior Citizen	312,845
Total Disbursed	$ 63,761,841*

* Includes prior years' applications

Administration Fees	$ 512,620
School Tax Credits	24,840
Total Disbursed	$ 64,299,301

The Property Tax Reduction Benefit for non-senior citizens was discontinued in April 1987.

Educational Initiatives

The Division continued its long tradition of preparing and delivering courses for the Municipal Refresher Course in Banff and the Elected Officials' Symposium in Red Deer in addition to its continuing involvement in the preparation and delivery of courses as part of the Local Government Studies Citation Program sponsored by the University of Alberta. Numerous visits were made to individual municipalities to provide guidance and assistance on administrative or financial matters.

Of particular note this year was the development of a proposal to establish a College of Local Government Managers under the Professional and Occupational Associations Regulation Act. This proposal was developed in conjunction with the Alberta Rural Municipal Administrators Association, Local Government Administrators of Alberta, and the University of Alberta. When implemented, professional status will be confirmed for qualified municipal administrators.

Field Advisory Program

The traditional inspection process was replaced in 1987 with a new Field Advisory Program. The program consists of staff conducting Municipal Corporate Reviews and Advisory Visits in municipalities with a population under 10,000. The primary purpose of this program is to provide assistance to municipalities rather than regulate them.

The two main goals of the Municipal Corporate Reviews are:

- to improve the operation of municipal government in Alberta; and
- to maintain an effective advisory network between Alberta's municipalities and Alberta Municipal Affairs.

A Municipal Corporate Review of one-third of the total municipalities in Alberta is conducted each year with a follow-up advisory visit in the ensuing year. The Municipal Corporate Review is more comprehensive; focuses on more important aspects of municipal operations; and requires more dialogue between the municipal advisor, municipal administration and council than did the inspection process.

Reaction to the Field Advisory Program has been very favorable.

Financial Advisory Services

An annual review is conducted of the financial statements and budgets for the 347 incorporated municipalities as well

as the Improvement Districts and Special Areas in the province. From this review a major computer data base, called the Alberta Municipal Financial Information System (AMFIS), is maintained. It contains financial and demographic statistics on these municipalities.

Municipal financial advice, assistance and data are provided on request to various municipalities and other user clients of the Department.

Land Bank Administration

During the late 70s and early 80s the Department of Housing, on behalf of Alberta Treasury, established land banks around major urban growth areas as one measure to help ensure the provision of affordable residential land and housing for long-term needs. Following the amalgamation of the Department of Housing with Alberta Municipal Affairs, Municipal Administrative Services Division assumed responsibility for the day-to-day administration of the approximately 12,200 acres involved.

The major land administration functions consist of leasing the lands and granting easements and various permits.

Legislation

The Division was responsible for the preparation of "An Act to Incorporate The Municipal District of Brazeau No. 77" and amendments to the Local Authorities Election Act. It participated in reviews of the County Act and the Municipal Taxation Act and proposals by other departments for a new School Act and Police Act.

Municipal Internship Program

This program is designed to provide career development opportunities for suitably educated candidates who want to enter the field of municipal administration. Host municipalities are selected by the Department and receive financial support to cover one-half of the salary costs of the intern for twelve months.

This year, five interns were placed in the following municipalities: Barrhead, Slave Lake, Sundre, Westlock and Airdrie. Also, two interns were placed in Improvement Districts 14 and 23.

Municipal Involvement Week

For the second time the Division co-sponsored Municipal Involvement Week with the Alberta Association of Municipal Districts and Counties, Alberta Urban Municipalities Association, Improvement Districts Association of Alberta and the Special Areas Board. There was more extensive involvement by municipalities than in the first year.

Municipal Statutes Review Committee

The Municipal Statutes Review Committee began its work in late 1987 with a mandate to review and make recommendations on the entire system and process of municipal government in Alberta.

Members of the committee are:

Eric Musgreave, M.L.A. (Chairman)
Ross Alger, Calgary (Vice-Chairman)
Councillor Gary Browning, Devon
Advisory Councillor Frank Lambright, I.D. 19
Reeve Ty Lund, Municipal District of Clearwater
Robert Matheson, Edmonton
Reeve Dick Papworth, County of Lethbridge
Alderman Craig Reid, City of Calgary.

Secretariat services are provided to the committee by the Division.

Municipalities

As of March 31, 1988, the number of municipalities established in Alberta was:

Cities	16
Towns	108
Villages	122
Summer Villages	50
Counties	30
Municipal Districts	21
Improvement Districts	18
Special Areas	1
Total	366

The Municipal District of Bighorn No. 8 was incorporated on January 1, 1988, from the former Improvement District No. 8.

Oil Well Completions

The Division is responsible for recording all oil well completions in the province for use in determining the oil well drilling tax.

Following is a summary of locations which were completed during the fiscal year:

	1987/88	1986/87
Counties	1,524	1,185
Municipal Districts	1,375	1,063
Improvement Districts	1,658	1,355
Metis Settlements	18	18
Special Areas	318	256
Others	14	4
Total	4,907	3,881

Policy Research Activities

The Division undertakes research in the area of the structuring, functioning and financing of local government in Alberta. In addition to research services on policy issues there was a strong emphasis in 1987/88 on the development and dissemination of statistics of value to the Department, municipalities and a wider policy research community. Some of the major undertakings during the year were as follows:

Municipal District for the Drayton Valley Area — An Information Report was published in March 1987 and formed the basis for a series of open houses in the affected areas. A report was prepared on the feedback received through opinion questionnaires completed at the open houses.

Unconditional Municipal Assistance Grants — The Division continued its responsibility for calculating the Municipal Assistance Grants, supervising the phase-in of the equitable grant formula and undertaking related research projects.

Residential Property Survey 1987 — For the third year a survey was conducted of property taxation and utility charges on a standard residential property in all municipalities. The 1987 report is the most comprehensive to date, featuring interpretative statistics as well as the survey results.

Alberta Municipalities and Local Economic Development — Research was undertaken into the roles and responsibilities of municipalities in community economic development. Activities have included an in-house "exchange" of information on departmental support, and a survey project directed at municipalities.

Area Studies — Initiatives focussing on particular parts of municipal Alberta were pursued, including activities in Banff, Swan Hills, Turner Valley-Black Diamond, Cold Lake-Grand Centre, the Lomond area of the County of Vulcan, Red Earth, Drayton Valley, the Bow Corridor, the Drumheller valley, Redwood Meadows and the summer villages along the southeast shore of Lac Ste. Anne.

Property Administration

The Division continued to provide assistance to the Municipal District of Cypress No. 1 through the exchange of tax forfeited land for public land. The public land will be disposed of by the municipal district in accordance with its approved land sales policy.

Assistance was provided to the County of Forty Mile No. 8 in the disposal of 66 parcels of tax forfeited land for a return of $718,497.75. These sales were implemented in accordance with a land sales policy developed by the county in conjunction with the Division and approved by the Minister.

The Division assisted in the incorporation of the Municipal District of Bighorn No. 8 through the transfer of tax forfeited and Crown lands to the municipal district.

Assistance was also provided to the other Improvement Districts in the form of registration of various documents including survey plans, easements, caveats, sale agreements and right-of-way agreements.

Publications

In an effort to better serve Alberta municipalities, the Division put considerable effort into producing publications to assist municipalities in their operations.

One publication introduced this year is the Alberta Municipal Affairs Interpretation Bulletin. The purpose of this bulletin is to provide consistent interpretations of municipal legislation by the Department and to make interpretations available to all municipalities and interested parties. "Sample Bylaws" are also published for use by municipal administrators.

The Municipal Administrator's Handbook is being widely circulated to all municipalities and to organizations having an interest in municipal operations. New topics are introduced on a monthly basis and an ongoing update is in effect on existing topics.

The Division published an Annual Municipal Finances Statistical Summary from data stored in the Alberta Municipal Financial Information System (AMFIS) data base which allows for a comparison of municipal financial circumstances.

An annual study of residential property charges in urban communities (taxation, water, sewerage and garbage collection user fees) is conducted and the results of the survey are published.

The Division also published:

- 1987 Alberta Municipal Assistance Programs
- Disposition of Inactive Municipal Records
- Equalized Assessment Statistics 1987
- Information Package on Petitions
- Local Authorities Calendar
- Municipal Census Enumeration Manual
- Municipal Involvement Week Manual

- Municipal Officials List
- Official Population List by Municipality
- Remuneration Policies for Elected Officials
- Service Improvements and Employee Suggestion Program

The Division also regularly contributes material for the Department's *Municipal Counsellor* publication.

Regional Municipal Services Commissions

Continued efforts were made to assist in the organization of agencies to deal with the provision of regional utilities. There are eight regional commissions currently in operation and several groups are actively organizing under the empowering legislation, including:

- North Forty Mile Regional Waste Management Commission
- Lethbridge Regional Waste Management Services Commission

The commissions are organized under the Regional Municipal Services Act, and deliver water, sewer, or waste management services to a group of municipalities operating cooperatively.

Representation and Liaison

Members of the Division represented the Department on the following interdepartmental or provincial/municipal entities:

- Advisory Committee on Local Government Studies
- Alberta Achievement Awards Program
- Calgary Olympics Coordinating Committee
- County Act Review Committee
- Edmonton Downtown Development Corporation
- Local Authorities Liability Insurance Committee
- Major Industrial Accident Coordinating Committee
- Oil Well Drilling Tax Task Force
- Pension Policy Task Force
- Provincial Achievement Awards Program
- Public Service Management Pension Board
- Railway Relocation Coordinating Committee
- Regulatory Reform Project
- School Fiscal Year Committee
- Special Relations Committee
- Special Waste Transportation Task Force
- Statistics Coordinating Committee
- Task Force on Industrial Property Taxation
- Tax Coding Structure Committee
- Trade Policy Committee
- Winter Cities Conference Corporation

In addition, staff provided advisory services and participated in the meetings of the:

- Alberta Association of Municipal Districts and Counties (AAMD&C)
- Alberta Rural Municipal Administrators Association (ARMAA)
- Alberta Urban Municipalities Association (AUMA)
- Association of Summer Villages of Alberta (ASVA)
- Canadian Association of Municipal Administrators (CAMA)
- City Clerks and Election Officers Association
- Federation of Canadian Municipalities (FCM)
- Government Finance Officers Association (GFOA)
- Improvement Districts Association of Alberta (IDAA)
- Local Government Administrators Association (LGA)
- Municipal Twinning Conference

The Division cooperated with the AAMD&C, AUMA and IDAA in publishing a Local Authorities Calendar.

Tax Recovery

During this fiscal year the Tax Recovery and Property Administration Branch processed numerous sale applications under the provisions of the Tax Recovery Act. Following is a summary of approved tax recovery sales:

Cities, Towns and Villages — The sale of occupied properties to their respective residents by cities involved five parcels for a return of $165,220.42 (unoccupied parcels in the cities do not require Ministerial approval). Sales of occupied and unoccupied parcels in towns and villages during the past year totalled 22 for a return of $190,962.68.

Improvement Districts and Special Areas — There were 488 parcels listed (44 of which were redeemed prior to sale), 444 advertised and 163 offered for sale in 17 tax sales held by the Branch. No parcels were sold at public auction but two parcels were sold at private sale in Improvement Districts for a return of $7,200.00.

Counties and Municipal Districts — A total of 74 parcels were sold for a return of $625,027.78.

Special Areas Land Sales — A total of 64 applications were processed covering sale of land in the Special Areas and approved by the Special Areas Board to lessees wishing to acquire land. Total sale value amounted to $682,200.00.

Collections — A total of $14,878 was collected in Improvement Districts for rental of tax recovery land relative to licenses of occupation, grazing leases, cultivation leases and miscellaneous leases. Sale of sand and gravel realized $2,900. Also $12,911 in outstanding Agricultural Relief Advance receipts were collected in Improvement Districts. Recommendations were made to the Agricultural Relief Adjustment Board regarding compromise settlements of accounts which were irretrievably in arrears, or cancellation of uncollectable accounts.

Planning Services Division

Jack G. Thoma
Assistant Deputy Ministe

PLANNING SERVICES DIVISION

The Planning Services Division provided land use planning services to that area of the province under its jurisdiction as outlined in the Regional Planning Commission boundary map. This year again saw further reduction in staffing, yet the demands on the operational units remained very high. This Division consists of:

- Planning Branch
- Research and Development Branch
- Planning Support Services Branch

Noteworthy activities included:

- involvement in Municipal Alternatives Beyond 2000 (MAB 2000), a Ministerial initiative being undertaken by the Research and Development Branch;
- involvement by the Research & Development Branch in the International Symposium on Cold Region Development 1988 in Harbin, China;
- intensive involvement by the Planning Branch in the preparation of Airport Vicinity Protection Area (AVPA) Regulations. As well, action was taken toward a federal/provincial memorandum of agreement regarding the program;
- downtown revitalization was the focus of increasing interest by municipalities, thus requiring consultative input from the Planning Branch staff; and
- a province-wide Parcel Mapping Program was proposed by the Alberta Bureau of Surveying and Mapping and involved the Planning Support Services Branch.

The following provides a synopsis of individual unit operations within the Division.

Planning Branch

The Planning Branch continued to provide regional and municipal land use planning services to those municipalities not served by a Regional Planning Commission (RPC). These services included consultative advice to municipalities on a broad range of land use and development matters, including the preparation, adoption, maintenance and operation of general municipal plans, area structure plans and land use bylaws. Senior staff, as delegated by the Minister, acted as subdivision approving authorities for that area of the province for which the Branch has responsibility.

Services were provided to 88 municipalities within the Division's jurisdiction. The 1987/88 fiscal year involved a continued emphasis on the Airport Vicinity Protection Area (AVPA) Program in addition to an expansion of the community needs assessment program. Increased interest by client municipalities in economic development has resulted in staff assistance with Downtown Revitalization/Economic Development and Community Futures projects. Work proceeded this year toward a federal/provincial Memorandum of Agreement regarding the provincial AVPA program.

The Branch also represented the Department on a number of statutory committees including the Crown Mineral Disposition Review Committee, the Exploration Review Committee and the Development and Reclamation Review Committee. One staff member was appointed to the Land Conservation and Reclamation Council to carry out reclamation certificate appeals under Section 58 of the Land Surface Conservation and Reclamation Act. The Branch also processed most of the land use related interdepartmental referrals on behalf of the Department.

The level of subdivision applications remained relatively high in spite of a seemingly soft economy.

A synopsis of activities for the units within the Branch follows.

Lakeland Unit

Lakeland Unit staff provided planning services to 17 urban and rural municipalities and two Metis Settlements in northeastern Alberta.

Four general municipal plans, three area structure plans, two land use bylaws, and one lake management study were undertaken in this fiscal year. Staff was also involved in four census programs and one Metis Settlement plan. Several other shorter term projects were also completed.

Parkview Unit

Unit staff provided planning services to 35 urban and rural municipalities and six Metis Settlements. Major undertakings included:

- completion of two lake management studies and commencement of two more;
- one general municipal plan review;
- six land use bylaw reviews;
- 20 mapping or outline plan projects;

- two censuses;
- participation with six economic development downtown revitalization committees;
- two community futures projects; and
- completion of more than a dozen special reports or studies for municipal clients.

Staff also continued to support a number of municipal clients in follow-up programs arising from their previously completed community needs studies.

Prairie Unit

Thirty urban and rural municipal clients accessed Unit staff for a wide variety of land use planning services. Particular assistance was directed toward the City of Lloydminster, the Towns of Vegreville, Provost, Wainwright and the MD of Wainwright in advising how they might best respond to emergent land use issues in their respective communities.

Further, the Airport Vicinity Protection Area (AVPA) program was the subject of a proposed federal/provincial Memorandum of Agreement initiated to reinforce the high priority both levels of government put upon ensuring the continued viability of an effective air transport system.

Subdivision Unit

Unit staff provided technical processing and circulation of subdivision applications for 85 municipalities not included in Regional Planning Commissions. A breakdown of subdivision activities follows.

Applications Received

Plans of Survey	124
Other Instruments	249
Outline Plans	4
Subtotal	377
Withdrawn by applicant	(5)
86/87 Files Carried Over	52
Total	424

Decisions Made

Approved	64
Conditional Approval	252
Refusals	32
Deemed Refusals	4
Subtotal	352
Files Carried Over to 88/89	72
Total	424
Alberta Planning Board Appeals Attended	33
Instruments endorsed	298 (595 lots)

Research and Development Branch

The 1987/88 fiscal year was an active one for the Research and Development Branch. The Branch continued to undertake in-depth research into planning issues and legislation, and to provide advice and assistance to other Divisions with the Department, Regional Planning Commissions, the Alberta Planning Board, municipalities, other government departments and the public at large.

The projects outlined below highlight the Branch's main activities.

Legislation

Planning Act — Staff drafted a Planning Amendment Act for Ministerial consideration. After consultation with a number of agencies, a proposed Planning Act Exemption Regulation was also submitted to the Minister for consideration.

Subdivision Regulation Amendments — Amendments to the Subdivision Regulation were made in 1987 to revise the schedule of application fees.

Regional Plan Amendments — At the request of the Alberta Planning Board and in consultation with the respective Regional Planning Commissions, the Branch provided comments and technical support on a number of proposed regional plan amendments.

Advice and Assistance

IMPACT — This municipal planning and finance model was applied to a number of communities to assist them with financial forecasting and assessing development impacts. The IMPACT model is also being used in a heavy oil sands study.

Revitalizing Downtown Alberta: A Self-Help Action Kit — This non-funded program emphasizes a self-help community-driven approach to improving the economic, social and cultural functions, and improving the quality of the environment in downtowns and commercial areas. Response to the program was enthusiastic and involved projects in seven communities by the end of 1987/88.

Branch staff, in cooperation with Alberta Economic Development & Trade and Alberta Tourism, provided technical support to these communities by helping them develop action plans for their downtown organizations. At the request of numerous communities, staff also provided information sessions on the Revitalizing Downtown Alberta program and Business Revitalization Zones (BRZ) legislation and organization. The "Downtown Network" was created through the department's publication *Municipal*

Counsellor to provide an up-to-date province-wide information source and idea exchange on downtown revitalization and related initiatives.

Orientation Program for Municipal Planning Commissions — A program was developed to assist Regional Planning Commissions and municipalities in conducting orientation seminars for their municipal planning commissions. Branch staff will be available to assist various agencies with seminar delivery. This program follows the Orientation Program for Development Appeal Boards which was successfully launched in 1986.

Orientation Program for Development Appeal Boards (DAB) — The Branch continued to support planning agencies and municipalities in conducting DAB seminars, a number of which were held throughout Alberta in the 1987/88 year.

Municipal Census Processing — The Branch continued to assist municipalities in processing their census. Enhancements to the system were made to make it easier to use and implement. An IBM version was finalized for release to regional planning agencies.

Needs of Planning Agencies for Geographic and Land-Related Information Systems — Staff of the Research and Development Branch were part of the study project team, which also involved the Alberta Research Council, investigating the usefulness of a computerized geographic/land information system for various planning agencies. Completed in February 1988, the three volumes comprising the study were: Strategy; Current Situation; and Conceptual Design. The purpose of the study was to develop a strategy that would provide guidelines for the acquisition and implementation of new computer systems, and to provide overall direction for new initiatives primarily for the Regional Planning Commissions and the Alberta Planning Board.

International Symposium on Cold Region Development 1988, Harbin, China — A staff member chairs the Alberta Inter-Departmental Committee, coordinating Alberta's participation in the symposium in August 1988. A paper was prepared for presentation at the symposium.

Goals for Canmore — A study is ongoing to assist the Town of Canmore in establishing a corporate plan and long term growth strategies.

Planning Information Publications

Guide to Land Use Planning in Alberta — This 1987 publication continued to be distributed on demand. The publication describes the planning system in Alberta and includes a directory of planning agencies.

A Planner's Reference — This new guide was completed in February 1988 and distributed to various planning and planning related agencies and organizations throughout Alberta. The reference provides a glossary of planning terms and a guidebook to planning policy, legislation and practice in Alberta.

Data Sources for Planning — This sourcebook, which was updated in 1986/87, continued to be distributed throughout 1987/88 to a number of agencies across the province.

Other Research Projects

Municipal Alternatives Beyond 2000 — This futures study was initiated by the Minister to develop an activity that will guide Alberta's municipalities beyond the year 2000. To date, organizational and work plan concerns have been addressed. Meetings within the Department and with other government departments have commenced. Visits to governments in the United States to discuss the futures project were also conducted.

Mobile Homes — A survey of zoning practices in Alberta, related to mobile homes, was completed. The study results were discussed with the Manufactured Housing Association and released to the planning agencies.

Garden Suites — A study was initiated with the Housing Division which examines the issue of small additional structures (buildings) being allowed on the lots of traditional single family dwelling areas. These structures are aimed at providing seniors with an option of living very close to family members while retaining a sense of independence.

Development Bonuses, Incentives and Concessions — This study assessed the potential role of municipal development incentives. Drawing on experiences from across North America, it describes the bonuses, incentives or concessions which municipalities have offered to developers. This report was distributed to a number of municipalities and agencies.

Vacant Lots and Services Availability Study — This ongoing study inventories the number and level of vacant lots, lands and service infrastructure capacities in Alberta municipalities. The 1987 report will be issued to municipalities in the spring of 1988.

Shopping Centre Impact Study — This study examined and made recommendations on a methodology for analyzing the impact of peripheral shopping centres in smaller Alberta municipalities. The project was prepared by a consultant for the Branch.

Lot Levies and Development Charges — A report was published for review by the Chairman of the Advisory Committee on Development Charges and Off-site Levies. Further discussions were held with various planning related agencies and a report outlining the results of the discussions was prepared by the Chairman for consideration.

Planning Support Service Branch

The Branch continued its mandate of providing administrative, municipal engineering, cartographic, graphic and photo lab services in support of land use planning work. In order to improve the production and long-term maintenance of compiled maps of municipalities within the Division's land use planning jurisdiction, planning technologists developed a standardized base mapping system. This involved scribing and separating the various levels of mapping data, thus enabling more diversified use for land use planning purposes. The system also results in better photo reproduction as well as greater ease in storage and retrieval of those maps used by the Department and the public at large.

A synopsis of the functions handled by the operational units of the Branch follows below:

Drafting Services

The Unit's drafting technologists provided cartographic, drafting, graphics and other technical services required for use in planning documents. These included maps, charts, statistical tables, artwork, photographs and air photo mosaics required to illustrate proposed land usage in the preparation of general municipal plans, area structure plans, area redevelopment plans, land use bylaws, and research and development projects. This Unit prepared presentation packages and other visual aids used in presenting land use planning work to municipal councils and other planning practitioners.

Also, staff of the Unit updated a number of legal land use compiled maps and plans of municipalities within the Planning Services Division's land use planning jurisdiction outlined in the 1986/87 Regional Planning Commission boundary map. During the fiscal year:

- 388 requests for illustrative mapping work were handled;
- 138 updates of legal land use compiled maps were undertaken;
- there were 4,393 requests for prints of compiled maps from the print room;
- school district maps were updated on behalf of Alberta Education;
- hospital district boundary maps were updated on behalf of Alberta Hospitals and Medical Care; and
- several AVPA maps were prepared for divisional planning officers.

Engineering Services

This one-person Unit continued to provide assistance, as requested, to professional planners in the area of ground control surveys, aerial photography and other municipal engineering consultative services. Between April 1, 1987 and March 31, 1988, the following were undertaken:

- subdivision evaluation for water, sewer, and roads for the City of Lloydminster;
- topographic surveys for Clandonald, Edgerton, Ribstone, Chauvin, McGlaughlin, Wainwright, Paradise Valley, and Clyde;
- drafted survey maps and plans for several of the municipalities listed above;
- tested contour maps for Kinuso;
- survey of recreational grounds at Weskatenau;
- survey calculations for Westlock, Sandy Lake, Calling Lake, and Clyde; and
- handled requests for aerial photography for East Prairie River in East Prairie Metis Settlement.

The Unit also compiled a list of all contour maps and scales available from Planning Support Services Branch's print room as well as updated its aerial photography index.

Photo Lab

The Unit provided reproduction services including the production of negatives, positives, half-tones, enlargements, reductions, composite prints and other photo lab work required by the Division. The volume of work undertaken by the lab continued to be very high. During the period April 1, 1987 to March 31, 1988 the following requests were handled:

Originator	Number of Requests
Lakeland Unit	171
Parkview Unit	142
Prairie Unit	116
Support Services Branch Drafting Technicians	561
Research & Development Branch	21
Housing Division	17
Assessment Services Division	36
Others	14
Total	1078

Administrative Support

This Unit is handled directly by the Director and one clerical staff. Activities during the year included administrative requirements in the area of budget coordination and control, personnel-related matters, accounts payable, operational policies and procedures, and other general administrative matters. The Unit is coordinating Divisional requirements for the move to a new building in 1989.

The Alberta Bureau of Surveying and Mapping is attempting to institute a Parcel Mapping Program. This program, if implemented, will be beneficial in providing reliable base mapping information for cartographic work. The Branch Director attended several meetings pertaining to this program which also involves other government departments and the major utility companies.

1987/88 Regional Planning Commission Boundaries

Associated Boards

ALBERTA ASSESSMENT APPEAL BOARD

The membership on the Board changed during the year with the retirement of the Chairman and two members and the appointment of a new Chairman, Wallace Daley, and two new members. The trend toward more appeals in urban and semi-urban municipalities continued with more complex legal and judicial arguments being the norm rather than the exception.

The growth of legal and technical experts who specialize in property assessment matters has put more pressure on assessors in defending their work. This has resulted in more lengthy hearings and added to the Board's workload.

For the first time in many years the Board is in a position where the appeals filed were not completed in the fiscal year.

A breakdown, by municipality, of appellants and items heard follows:

Municipalities	Appellants	Items
15 Cities	224	677
19 Counties	97	515
5 Improvement Districts	20	27
11 Municipal Districts	111	318
1 Irrigation District	1	1
34 Towns	109	258
19 Villages	34	72
104	596	1,868
Electric Power & Pipeline Assessment Appeals (all withdrawn)	14	14
	610	1,882

The board issued 58 written decisions after deliberation. Other decisions were given orally when the appeal was heard and subsequently confirmed in writing.

Charts filed as an appendix to this report show the disposition of all appeals heard by the Board during the fiscal year.

Membership on the Board consists of:

Wallace Daley, Chairman
James Swelin, Secretary Member
John Chaney, Member
Jacob Schmidt, Member
Roy N. McGregor, Member
John Frost, Member

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

SUMMARY OF 1986 APPEALS	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
15 Cities	224	372	144	32	40	2	154	291	57	22	158	2	52	11	2	3	2		4	3		2	1			677
19 Counties	97	215	88	36	60	1	30	300	25	12	250	9	4													515
5 Improvement Districts	20	16	6	2	8			11	2	4	4	1														27
11 Municipal Districts	111	231	81	45	84		21	87	27	16	25	2	17													318
1 Irrigation District	1	1	1																							1
34 Towns	109	176	82	42	37	1	14	80	41	26	8		5							1	1					258
19 Villages	34	39	12	19	5		3	33	12	13	2		6													72
TOTALS	596	1050	414	176	234	4	222	802	164	93	447	14	84	11	2	3	2		4	4	1	2	1			1868

Legend of Abbreviations:

Assess. - Assessments
Adj. - Adjusted
Conf. - Confirmed
Dism. - Dismissed
Improv. - Improvements
Bus. - Business
C/Q - Cancelled or quashed
WD - Withdrawn

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

IRRIGATION DISTRICTS	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
St. Mary River	1	1	1																							3
TOTALS	1	1	1																							3

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

CITIES	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
Airdrie	5	6	1	1	3		1	2		1	1															8
Calgary	64	130	25	2	2		101	20	8	1	1		10	4	1	1	2									154
Camrose	8	4	1	3				5	4	1										2		2				11
Drumheller	2	2		1	1			2		1	1															4
Edmonton	1							1	1																	1
Fort McMurray	43	84	57	2	11		14	20	3		3		14													104
Fort Saskatchewan	13	18	8	10				12	4	8																30
Grande Prairie	20	50	10	5	6		29	32	5	1	5		21	3		1			2							85
Leduc	3	4	1	2	1			2	1		1															6
Lethbridge	17	9	2	3	2	2		11	7	2	1		1	4	1	1			2							24
Medicine Hat	6	11	6	1	2		2	4	2				2													15
Red Deer	28	42	26	2	11		3	169	17	5	144	2	1													211
Spruce Grove	6	7	4				3	4	1				3													11
St. Albert	5	4	2		1		1	5	2	2	1															9
Wetaskiwin	3	1	1					2	2											1			1			4
TOTALS	224	372	144	32	40	2	154	291	57	22	158	2	52	11	2	3	2		4	3		2	1			677

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

COUNTIES	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
#1 Grande Prairie	5	5	3	1			1	6	1	2			3													11
#3 Ponoka	17	35	5	22	4		4	9	3	3	1	2														44
#7 Thorhild	3	4	4					1		1																5
#8 Forty Mile	2	2			1	1		2			1	1														4
#10 Wetaskiwin	11	49	44	1	4			6	2	1	3															55
#11 Barrhead	6	7	6		1			3			1	2														10
#12 Athabasca	1	2		2																						2
#13 Smoky Lake	3	3	2	1																						3
#14 Lacombe	3	2	1				1	3	1			1	1													5
#16 Wheatland	2	1	1					1		1																2
#17 Mountainview	1	1	1					1	1																	2
#20 Strathcona	3	2			2			3	1		2															5
#21 Two Hills	2	8	1		7																					8
#23 Red Deer	16	27	15	2	8		2	159	12	3	142	2														186
#25 Leduc	4	2	1		1			3	1		2															5
#27 Minburn	4	1		1				92	1		91															93
#28 Lac Ste Anne	4	3		2	1			6		1	5															9
#30 Lamont	6	8	2	1	5			4	1		2	1														12
#31 Parkland	4	53	2	3	26		22	1	1																	54
TOTALS	97	215	88	36	60	1	30	300	25	12	250	9	4													515

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

IMPROVEMENT DISTRICTS	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
#7	1	1			1			1			1															2
#8	1							1	1																	1
#14	15	15	6	2	7			6		2	3	1														21
#17	1							1		1																1
#17-E	2							2	1	1																2
TOTALS	20	16	6	2	8			11	2	4	4	1														27

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

MUNICIPAL DISTRICTS	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
#1 Cypress	1	1					1																			1
#9 Pincher Creek	1	1	1					1				1														2
#14 Taber	1	1			1																					1
#31 Foothills	77	110	27	33	36		14	60	15	11	21		13													170
#44 Rocky View	7	12	5	3	2		2	8	2	3	1	1	1													20
#52 Provost	1							5	4	1																5
#61 Wainwright	7	19	11	5	3																					19
#87 Bonnyville	1	2	2					2	1	1																4
#90 Sturgeon	9	77	33	2	42			7	4		3															84
#92 Westlock	2	2	1	1																						2
#99 Clearwater	4	6	1	1			4	4	1				3													10
TOTALS	111	231	81	45	84		21	87	27	16	25	2	17													318

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

TOWNS	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
Athabasca	1	1	1					1		1																2
Beaumont	1	1	1																							1
Black Diamond	1	1		1				1	1																	2
Canmore	3	2	2					2	1	1																4
Claresholm	1	3					3	3					3													6
Drayton Valley	1	1	1																							1
Edson	4	6	5	1				1	1																	7
Fox Creek	3	3	3																							3
Gibbons	1	1		1				1	1																	2
Grand Centre	4	8	1				7	1					1													9
High River	4	36	34	2				3		3																39
Hinton	1	4			4			2			2															6
Killam	1							1		1																1
Lacombe	1	1			1			1	1																	2
Lamont	12	11		8	2		1	12	8	2	1		1													23
Morinville	4	27	2		24	1		1	1																	28
Nanton	2							3	3											1	1					4
Olds	17	20	8	12				10	7	2	1															30
Ponoka	4	4	1	2	1			3	1	1	1															7
Redcliff	1	1	1																							1
Rimbey	7	6	2	3	1			7	3	3	1															13
St. Paul	5	4	1	3				5	3	2										1	1					10
Stettler	2	2		1			1	2	1	1																4
Stony Plain	4	4		2	2			2	1	1																6
Sundre	1							1	1																	1
Sylvan Lake	5	6	4	1			1	2		2																8
Taber	1	1		1				1		1																2
Two Hills	1	1	1					1		1																2
Vegreville	2	1		1				2	1	1																3
Vermilion	4	4	2	1	1			3	1	1	1															7
Vulcan	4	8	6	1			1	5	5																	13
Westlock	2	2	2																							2
Whitecourt	1	4	4																							4
Mun. of Crowsnest Pass	3	2		1	1			3		2	1															5
TOTALS	109	176	82	42	37	1	14	80	41	26	8		5							2	2					258

1987 APPEALS
ALBERTA ASSESSMENT APPEAL BOARD

VILLAGES	Appellants	LAND						IMPROVEMENTS						BUSINESS						LOCAL IMPROVEMENTS						TOTAL
		Land Assess.	Adj.	Conf.	Dism.	C/Q	WD	Imp. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Bus. Assess.	Adj.	Conf.	Dism.	C/Q	WD	Loc. Improv.	Adj.	Conf.	Dism.	C/Q	WD	
Acme	3	2	2					3	1	2																5
Beiseker	1	1		1				1	1																	2
Chipman	2	5		5				5	1	1			3													10
Coalhurst	1	1		1				1		1																2
Evansburg	2	1	1					1	1																	2
Girouxville	1							1	1																	1
Irricana	1	1		1				1		1																2
Mirror	1	1					1	1					1													2
Morrin	1	2	2					2		2																4
New Sarepta	1	1		1																						1
Rycroft	1	1	1					1	1																	2
Thorsby	2	1	1					2	2																	3
Wanham	6	10	2	6	2			5		4	1															15
Warspite	1	1		1				1	1																	2
SUMMER VILLAGES																										
Alberta Beach	3	3		1	1		1	3		1	1		1													6
Golden Days	1	2	2					1	1																	3
Mewatha Beach	3	2	1	1				2	1	1																4
Nakamun Park	1	2			2			1	1																	3
Silver Beach	2	2		1			1	1					1													3
TOTALS	34	39	12	19	5		3	33	12	13	2		6													72

1987 ELECTRIC POWER AND PIPE LINE ASSESSMENT APPEALS

ALBERTA ASSESSMENT APPEAL BOARD

	No. of Appellants	Confirmed	Reduced	Dismissed	Withdrawn
E.P.P.L. ASSESSMENTS	14		1	13	
TOTALS	14		1	13	

ALBERTA ASSESSMENT EQUALIZATION BOARD

The 1988 provincial equalized assessment, used to establish the apportionment of requisitions among municipalities, totalled $21.4 billion. This represents an increase from the 1987 equalized assessment of approximately 4.4 percent.

The increase recognized:

- a slight increase or stabilization of market values on non-farmland in urban municipalities;
- an increase in building projects; and
- an increase in material and labour costs in the province.

The decrease in the productivity value of farmland held the provincial average to 4.4 percent, which otherwise would have been greater.

Equalized assessments established for use in 1987 and 1988 were determined on the basis of 1985 and 1986 data, respectively.

Municipalities contributed approximately $154,468,750 to the Provincial School Foundation Program Fund, based on an equalized assessment of $9.9 billion.

A $267 million increase in equalized assessment, determined for purposes of the Provincial School Foundation Program, and utilizing a mill rate of 15.5, has resulted in an overall increase to the Fund of $4.1 million. The mill rate of 15.5 mills remains unchanged from 1987.

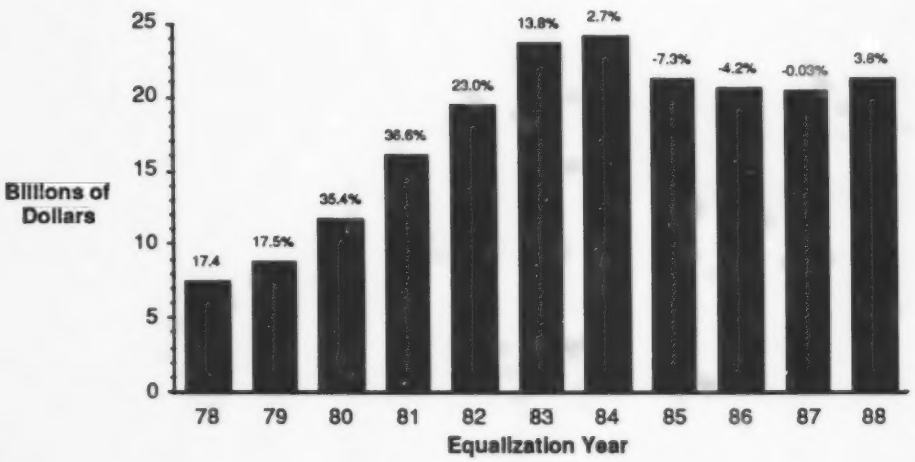
Total equalized assessments for the province in the last 10 years, together with the annual percentage increase/decrease, are illustrated in Graph 1. Equalized assessments for the School Foundation Program Fund are illustrated in Graph 2. Contributions to the Fund and annual percentage increase/decrease over the previous year are illustrated in Graph 3.

Production of equalized assessments by computer has enabled the Assessment Equalization Board to initiate procedural changes which permit each municipality an opportunity to preview the equalized assessment and to discuss contentious issues with the Board prior to finalization. Only one appeal has been registered with the Alberta Assessment Appeal Board in 1988, suggesting implementation of the new procedures has been beneficial.

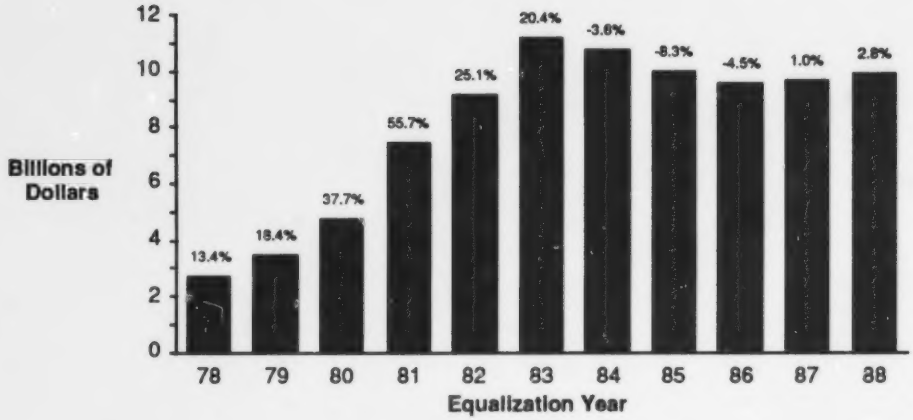
Membership on the Board consists of:

- Rene Gagne, Chairman
- Adrian Waters, Vice-Chairman
- Steve Bemount, Member, representing Alberta Education
- Joe Smith, Member, representing Alberta Association of Municipal Districts and Counties (AAMD&C)
- Dennis Bryan, Member, representing Alberta Urban Municipalities Association (AUMA)

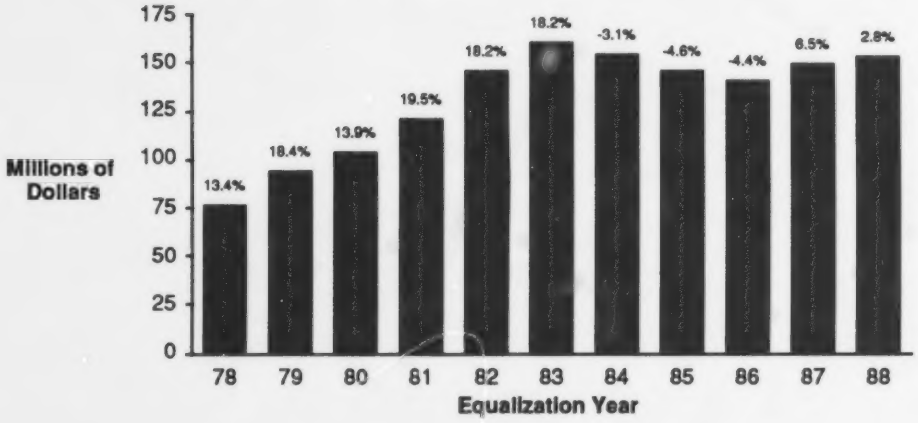
Total Equalized Assessment 1978-1988
Graph 1



School Foundation Program
Equalized Assessment 1978-1988
Graph 2



School Foundation Program
Fund Requisitions 1978-1988
Graph 3



ALBERTA PLANNING BOARD

The Board has a quasi-judicial appeal function and administers the Planning Act and statutory plans on land use.

The activities of the Board, in terms of volume and time, were similar to those of the previous year with notable differences in the particular issues which were dealt with during the year.

The Board had meetings with, and was involved with, the Keeping of Livestock Regulation as proposed by the Alberta Health Advisory and Appeal Board. The Board also had several meetings with representatives of the Attorney General's Land Titles Registry on the computerization of land descriptions and the proclamation of the Land Titles Act regarding the implementation of the use of descriptive plans. Topics also included the procedures for effecting the cancellation of whole or partial plans of subdivision.

The Board participated in, and was represented at, annual conferences of the Alberta Association of Municipal Districts and Counties, the Alberta Urban Municipalities Association and the Improvement Districts Association of Alberta. The Board also met with the councils of several municipalities regarding planning matters. It also was represented at and, in some instances, participated in, workshops and the annual conferences of Regional Planning Commissions, the Community Planning Association of Alberta, the Alberta Association of the Canadian Institute of Planners and the Alberta Development Officers Association, including the Elected Officials annual seminar and the International Winter Cities conference which was held in Edmonton.

Other activities included semi-annual meetings with the chairmen and directors of the Regional Planning Commissions and the sponsoring of a fall seminar which was held in Airdrie and the Annual Planning Conference which was held in Grande Prairie.

The Board also embarked upon a geographic information systems study with the Alberta Research Council being engaged in a consultation and research capacity and the Director of Research and Development Branch of Municipal Affairs as the project manager. The committee was representative of the Board, the Regional Planning Commissions, the Alberta Land Related Information Systems and Planning Services Division of Alberta Municipal Affairs. One workshop and six meetings were held, with a report and recommendations to be presented and decided upon by the Board in 1988/89 followed by implementation.

Board and staff representatives also attended an Administrative Tribunals seminar.

A total of 73 Board and Board committee meetings were held including 12 general meetings of the Board, meetings of standing and ad hoc committees and meetings with Regional Planning Commissions on specific matters.

The general appeal process flow and the Board filing system were both revised and the Board Order format was simplified to increase administrative efficiency in the releasing of the Board's decisions on appeals.

The Board membership declined during the year as the result of reassignments of public service members, health and retirements. D.H. Cole was appointed as an Acting Vice Chairman and Chairman of the Finance Committee to replace Dr. S.N. Odynak who retired from the public service.

A total of 720 Board Orders were issued as the result of the various decisions of the Board.

Appeals Committee

This committee received 311 subdivision appeals of which, together with those carried over from the previous year, 343 hearings were held in 59.5 days throughout the province. These resulted in 305 Board Orders. Of the appeals received, 33 were abandoned. Two inter-municipal disputes, five regional plan amendment appeals and one referral were also heard. Four hearings were held to review the Board's decisions made on subdivision appeals and one review hearing was held to reconsider the Board's decision on an inter-municipal dispute. In addition, the committee held one meeting to deal with appeal procedures.

Research and Planning Committee

This committee met nine times during the year to consider 268 applications for the waiver of the provisions of the Subdivision Regulation; 56 plan cancellations, either whole or in part; 474 requests for the extension of subdivision approvals; and 54 applications for relief from the operation of section 78 of the Planning Act.

Other activities included the review and approval of amendments to regional plans and the adoption of Airport Vicinity Protection Area Regulations as well as amendments to the land use bylaw of the one new town pursuant to the New Towns Act.

Two meetings were held with applicants on the extension of subdivision approvals.

Finance Committee

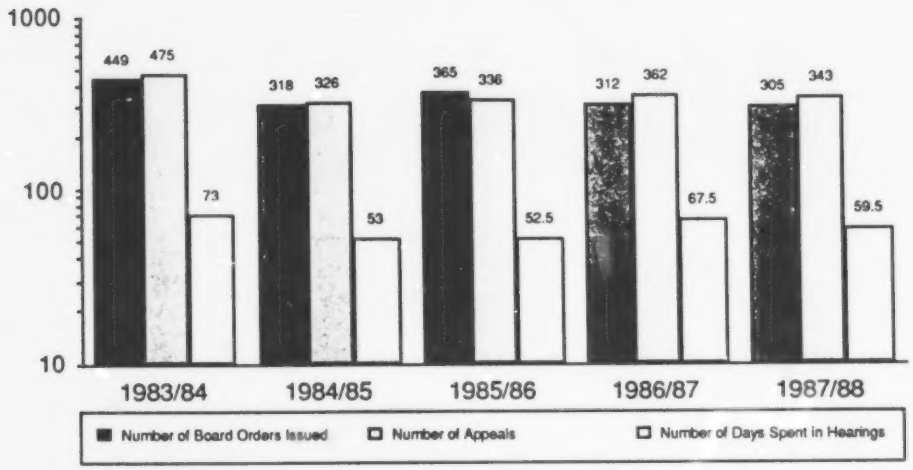
This committee met 15 times as well as one meeting of an ad hoc subcommittee and workshop on the financing of Regional Planning Commissions. Included were the review of the operating budgets of the 10 Regional Planning Commissions and the approval of the 1987/88 contributions from the Alberta Planning Fund. Consideration of funding for unbudgeted projects and operating expenditures of the commissions was also included.

The status and audited statement of the Alberta Planning Fund appears on the pages following.

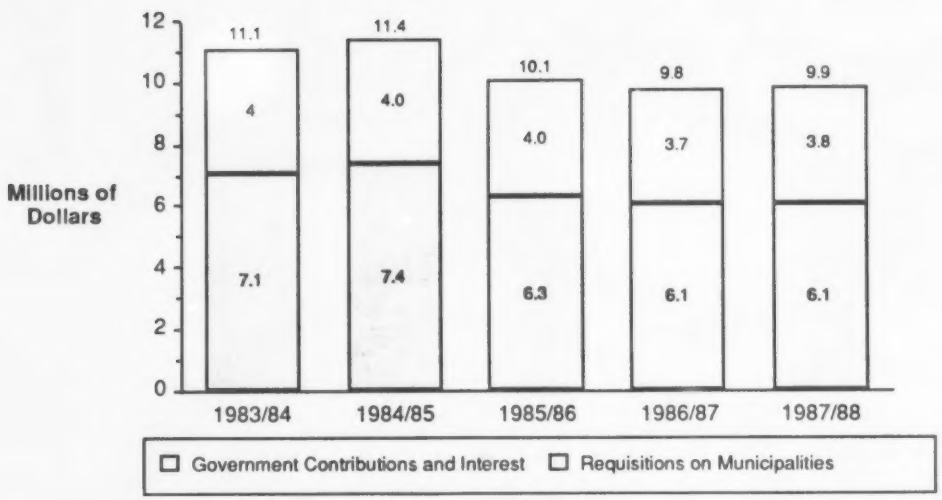
Members — 1987/88

NAME	POSITION	AFFILIATION
A.R. Grover	Chairman	Deputy Minister Alberta Municipal Affairs
L.A. Kluthe	Vice Chairman	Citizen-at-large
J.G. Thomas	Vice Chairman	Assistant Deputy Minister, Alberta Municipal Affairs
D.H. Cole	Acting Vice Chairman	Citizen-at-large
R.N. Briggs	Member	Executive Director Alberta Environment
R.W. Clement	Member	Citizen-at-large
B.L. Colgan	Member	Executive Director Alberta Agriculture
J.K. Maitland	Member	Citizen-at-large
D.C. McKay	Member	Citizen-at-large
K.G. Newman	Member	Citizen-at-large
P. Polischuk	Member	Citizen-at-large
B. Quickfall	Member	Executive Director Alberta Municipal Affairs
T.E. Rippon	Member	Citizen-at-large
B.M. Stecyk	Member	Citizen-at-large
A.J. Suelzle	Member	Director Alberta Planning Board

APB Subdivisions – Appeals, Board Orders Issued, Appeal Days

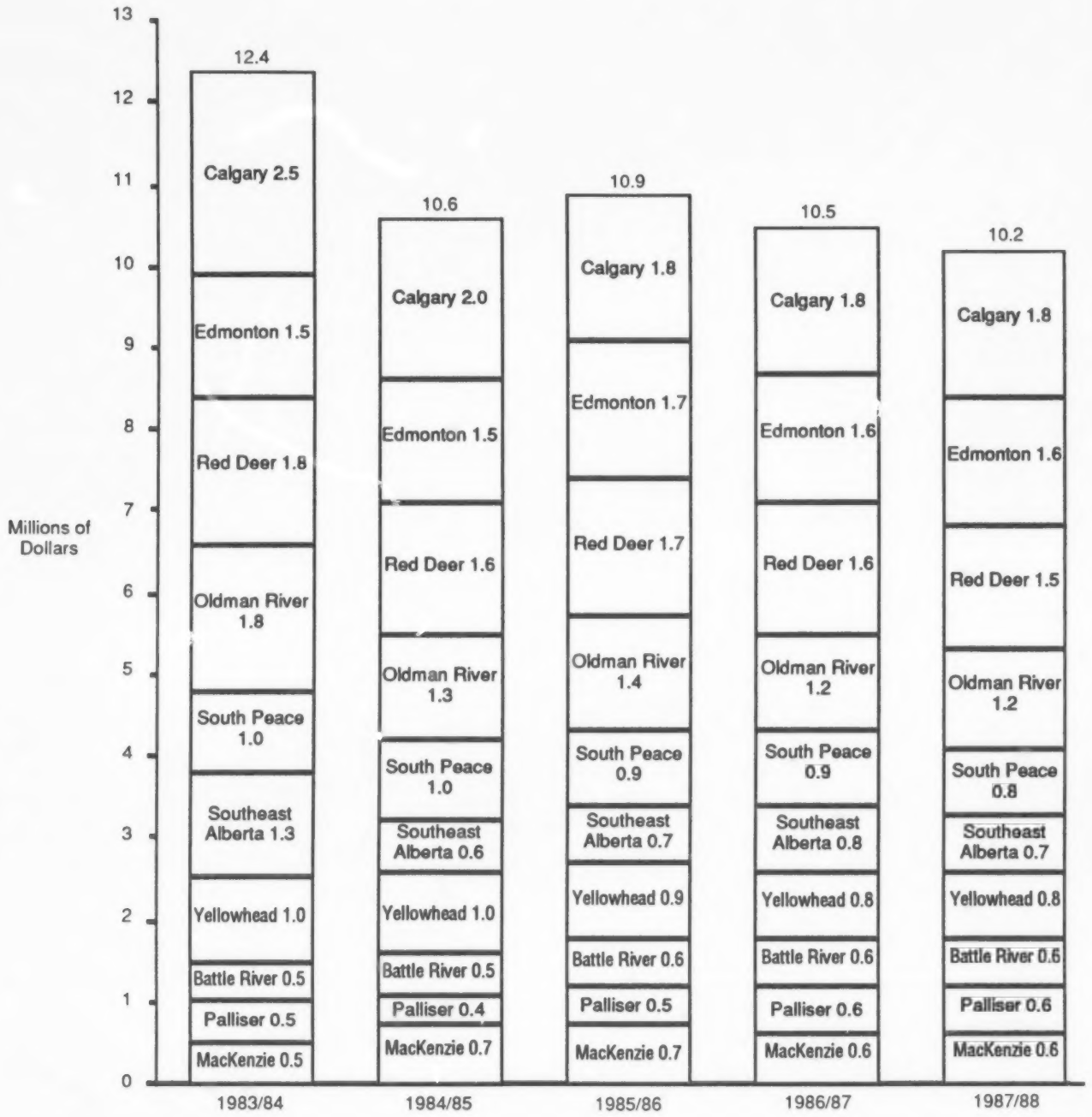


Alberta Planning Fund – Income



Municipal Affairs 1987/88

Contributions to Regional Planning Commission Operating Costs



ALBERTA LEGISLATURE

OFFICE OF THE AUDITOR GENERAL

AUDITOR'S REPORT

To the Members of the Alberta Planning Board

I have examined the balance sheet of the Alberta Planning Fund as at March 31, 1988 and the statement of revenue, expenditure and fund equity for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Fund as at March 31, 1988 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Donald D. Salmon C.A.
Auditor General

Edmonton, Alberta
June 9, 1988

ALBERTA PLANNING FUND
BALANCE SHEET
MARCH 31, 1988

	1988	1987
ASSETS		
Cash	$1,429,798	$1,842,037
Requisitions receivable	—	352
	$1,429,798	$1,842,389
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	$ 8,360	$ —
Fund equity	1,421,438	1,842,389
	$1,429,798	$1,842,389

The accompanying notes are part of these financial statements.

ALBERTA PLANNING FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND EQUITY
FOR THE YEAR ENDED MARCH 31, 1988

	1988	1987
Revenue:		
Contributions from the Province of Alberta, Department of Municipal Affairs	$ 5,932,438	$ 5,932,438
Requisitions from municipalities	3,764,439	3,670,933
Interest	198,400	228,755
	9,895,277	9,832,126
Expenditure:		
Contributions to Regional Planning Commissions:		
Operating cost (Note 3)	10,272,228	10,687,645
Special projects	44,000	13,670
	10,316,228	10,701,315
Excess of expenditure over revenue	420,951	869,189
Fund equity at beginning of year	1,842,389	2,711,578
Fund equity at end of year	$ 1,421,438	$ 1,842,389

ALBERTA PLANNING FUND
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 1988

NOTE 1 Authority

The Alberta Planning Fund operates under the authority of the Planning Act, Chapter P-9, Revised Statutes of Alberta 1980, as amended.

NOTE 2 Significant Accounting Policies and Reporting Practices

Contributions to Regional Planning Commissions

Contributions toward operating costs are recorded as expenditures of the fiscal year in which they are paid.

Changes in Financial Position

A statement of changes in financial position is not provided as disclosure in these financial statements is considered to be adequate.

NOTE 3 Contributions to Regional Planning Commissions

Contributions for operating costs were authorized as follows:

	1988	1987
Basic	$10,231,531	$10,551,652
Supplementary	40,697	135,993
	$10,272,228	$10,687,645

NOTE 4 Administration Expenditures

Salaries, accommodation and other overhead costs incurred in the administration of the Fund have been borne by the General Revenue Fund and are not reflected in these financial statements.

NOTE 5 Approval of Financial Statements

These financial statements have been approved by management.

SPECIAL AREAS BOARD

The Special Areas Board operates under the authority of the Special Areas Act. The Board performs duties as assigned by the Minister of Municipal Affairs in the administration of approximately 5.2 million acres of land in southeastern Alberta.

Current Year's Highlights

The agricultural community remained stable during the year. Rain in the month of July produced an average crop and adequate feed supplies. Crops were harvested in good condition as a warm dry fall was experienced. Although grain prices remained low, an excellent return from the beef market helped maintain the agriculture economy.

The Board undertook a major initiative in the stabilization of sensitive lands by adopting a program to provide grass seed at no charge to lessees of public lands in the Areas. This program cost approximately $440,000.

Reliable water supplies for domestic, stock and irrigation continues to be a major issue. Significant progress was made toward the construction of a water pipeline for domestic use through the heart of the Special Areas at an estimated cost of approximately $11,000,000. The Henry Kroeger Regional Water Commission was commissioned in February 1988 to spearhead its development. The pipeline will provide an assured supply of domestic water to 4,700 residents of the towns, villages, hamlets and farms along the line. A separate 7.8 mile raw water supply line was constructed to sustain the 40 residents and 100 students in the hamlet of Cessford at a cost of $175,000.

Alberta Power Ltd. announced the installation of the second generator at their Sheerness Electrical Generation Station. This will employ a significant number of people and boost the economy of the area. The plant was subject to taxation in 1987 and the electric power and pipeline assessment increased by $178,000,000.

Road construction was enhanced by special project grants from Alberta Transportation and Utilities. A moderate increase in the normal program was reflected in the 96 miles of new construction completed, together with 13 miles of new oiled road, 690 miles of road gravelled in 1987 and 42 miles of road sprayed with lignosulfonate for dust control. Additions to fixed assets totalled $1,436,617 which included the construction of two grass seed sheds and the purchase of road machinery and equipment. A new dust abatement program for roads adjacent to rural residences was initiated on a cost sharing basis.

Other 1987 developments and activities are presented in the following five year summary.

OPERATIONS	1987	1986	1985	1984	1983
ISSUES:					
Mineral Surface Leases	190	118	252	123	137
Development Control Permits	51	37	54	25	9
LEASES TRANSACTION:					
Assignment	151	121	135	165	180
Partial Assignment	25	24	52	36	44
Regrassing Permits	62	75	93	108	181
ROAD PROGRAM (in miles):					
New Construction	96	88	101	70	80.5
New Oiled	13	28	16	23	0
Gravelled	690	760	703	835	548
COMMUNITY PASTURES					
Number of Cattle Managed	8,702	8,754	8,719	9,248	9,196
Number of Calves Managed	6,140	5,764	5,404	5,375	5,450

Membership on the board consists of:

Abner G. Grover, Hanna — Chairman
Thomas Osadczuk, Iddesleigh — Member
John D. Sumner, Consort — Member

Advisory Council Members are:

Special Area No. 2	Name	Address
Subdivision No. 1	Andrew R. Duff	Hanna
Subdivision No. 2	Frank Roes	Hanna
Subdivision No. 3	Dorothy Solberg	Sunnynook
Subdivision No. 4	Doug Williams	Cessford
Subdivision No. 5	Dick R. Pahl	Hanna
Subdivision No. 7	Leonard Rinker	Bindloss
Subdivision No. 8	Thomas Osadczuk	Iddesleigh
Special Area No. 3		
Subdivision No. 4	Wayne L. Thornton	Sibbald
Subdivision No. 5	James D. Andrew	Youngstown
Subdivision No. 6	Ben Lockhart	Youngstown
Special Area No. 4		
Subdivision No. 1	John D. Sumner	Consort
Subdivision No. 2	Ronald P. Dumaresq	Consort
Subdivision No. 3	Frank C. Murphy	Altario

ALBERTA LEGISLATURE

OFFICE OF THE AUDITOR GENERAL

AUDITOR'S REPORT

To the Minister of Municipal Affairs:

I have examined the balance sheet of the Special Areas Trust Account as at December 31, 1987 and the statements of revenue, expenditure and accumulated surplus, capital reserves, equity in fixed assets and changes in cash resources for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Trust Account as at December 31, 1987 and the results of its operations and the changes in its financial position for the year then ended in accordance with the disclosed basis of accounting, considered appropriate in the circumstances, as described in Note 2 to the financial statements applied on a basis consistent with that of the preceding year.

Donald D. Salmon C.A.
Auditor General

Edmonton, Alberta
March 31, 1988

SPECIAL AREAS TRUST ACCOUNT
BALANCE SHEET
AS AT DECEMBER 31, 1987

	1987	1986
ASSETS		
Current:		
Cash (Note 3)	$17,892,700	$15,380,287
Accounts receivable (Note 4)	2,663,645	2,759,184
Taxes and grants in lieu receivable	437,579	362,018
Inventories (Note 2)	1,320,583	981,227
Prepaid expenses	4,175	26,169
	22,318,682	19,508,885
Non-current:		
Accounts receivable (Note 4)	12,678,396	14,744,855
Investment (Note 5)	150	150
Fixed, at cost (Notes 2 and 6)	16,617,477	16,066,629
	$51,614,705	$50,320,519
LIABILITIES AND TRUST EQUITY		
Current:		
Due to Province of Alberta, net (Note 7)	$ 510,868	$ 1,399,241
Accounts payable and accruals	618,466	416,955
Deferred revenue	77,956	91,644
	1,207,290	1,907,840
Trust Equity:		
Accumulated surplus	3,670,257	3,512,106
Capital reserves (Note 2)	30,119,681	28,833,944
Fixed assets (Note 2)	16,617,477	16,066,629
	50,407,415	48,412,679
	$51,614,705	50,320,519

The accompanying notes are part of these financial statements.

SPECIAL AREAS TRUST ACCOUNT
STATEMENT OF REVENUE, EXPENDITURE AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
REVENUE		
General Municipal:		
Taxation:	$ 5,902,735	$ 4,471,304
Power and pipeline	3,478,335	3,430,579
Real property	868,678	827,398
Grazing	81,821	91,599
Provincial grants in lieu	62,762	62,966
Penalties and costs on taxes	2,412	2,945
Mobile home license fees	10,396,743	8,886,791
Less: Expended by transfers:		
Supplementary school requisitions	3,835,714	3,547,946
Provincial school foundation	1,953,934	1,672,851
Homes for aged requisitions	222,312	209,513
Hospital requisitions	59,028	101,571
Alberta Planning Fund requisitions	50,070	47,186
Industrial tax transfers	54,720	26,880
	6,175,778	5,605,947
Net taxes for municipal purposes	4,220,965	3,280,844
Tax recovery land sales (Note 8)	1,432,668	2,166,090
Leases	3,553,692	3,522,626
Provincial grants (Note 9)	3,511,414	3,071,149
Interest	2,393,581	2,422,804
Proceeds on sales of fixed assets	229,096	—
Other	596,669	673,501
TOTAL REVENUE	15,938,085	15,137,014

SPECIAL AREAS TRUST ACCOUNT
STATEMENT OF REVENUE, EXPENDITURE AND ACCUMULATED SURPLUS
(continued)
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
EXPENDITURE		
General Municipal:		
Transportation services	$11,061,730	$10,835,567
Administrative services	1,615,884	1,590,037
Agriculture and community pasture services	1,031,638	745,946
Recreational, cultural and educational services	273,428	350,716
Protective services	182,187	232,205
Health and welfare services	329,330	87,087
TOTAL EXPENDITURE	14,494,197	13,841,558
Excess of revenue over expenditure before transfers	1,443,888	1,295,456
Accumulated surplus at beginning of year	3,512,106	3,761,595
	4,955,994	5,057,051
Add:		
Transfers from capital reserves:		
Funding for purchase of fixed assets	30,405	555,724
Less:		
Transfers to capital reserves:		
Tax recovery land sales (net)	1,316,142	2,077,105
Municipal debt reduction interest	—	23,564
	1,316,142	2,100,669
Accumulated surplus at end of year	$ 3,670,257	$ 3,512,106
Increase (decrease) in accumulated surplus compared to the previous year	$ 158,151	$ (249,489)

SPECIAL AREAS TRUST ACCOUNT
STATEMENT OF CAPITAL RESERVES
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
TAX RECOVERY LAND SALES RESERVE		
Balance at beginning of year	$28,802,430	$26,725,325
Add: Net sales transferred from operations	1,316,142	2,077,105
Balance at end of year	30,118,572	28,802,430
MUNICIPAL DEBT REDUCTION RESERVE		
Balance at beginning of year	—	528,176
Add: Interest transferred from operations	—	23,564
	—	551,740
Less: Funding of capital expenditure transferred to unexpended capital funds	—	551,740
Balance at end of year	—	—
PUBLIC RESERVE		
Balance at beginning and end of year	1,109	1,109
UNEXPENDED CAPITAL FUNDS		
Balance at beginning of year	30,405	34,389
Transfer from municipal debt reduction reserve	—	551,740
	30,405	586,129
Transfer to surplus:		
Cost of fixed assets financed through capital reserves	30,405	555,724
Balance at end of year	—	30,405
TOTAL CAPITAL RESERVES	$30,119,681	$28,833,944

SPECIAL AREAS TRUST ACCOUNT
STATEMENT OF EQUITY IN FIXED ASSETS
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
Balance at beginning of year	$16,066,629	$14,747,972
Add: Purchase of fixed assets:		
Transportation services	1,439,311	1,327,601
Agriculture and community pasture services	74,083	91,346
Administrative services	16,000	28,263
Protective services	1,046	—
	1,530,440	1,447,210
	17,597,069	16,195,182
Less: Disposal of fixed assets	979,592	128,553
Balance at end of year	$16,617,477	$16,066,629

SPECIAL AREAS TRUST ACCOUNT
STATEMENT OF CHANGES IN CASH RESOURCES
FOR THE YEAR ENDED DECEMBER 31, 1987

	1987	1986
Sources of cash:		
Cash from operations:		
Excess of revenue over expenditure before transfers	$ 1,443,888	$ 1,295,456
Decrease in non-current assets	2,066,459	791,623
	3,510,347	2,087,079
Uses of cash:		
Cash applied to working capital:		
Increase in non-cash current assets	297,384	335,615
Decrease in current liabilities	700,550	41,893
	997,934	377,508
Increase in cash	2,512,413	1,709,571
Cash at beginning of year	15,380,287	13,670,716
Cash at end of year	$17,892,700	$15,380,287

SPECIAL AREAS TRUST ACCOUNT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1987

NOTE 1 Authority

The Special Areas Trust Account operates under the authority of the Special Areas Act, Chapter S-20, Revised Statutes of Alberta 1980, as amended.

NOTE 2 Significant Accounting Policies

(i) These financial statements have been prepared in accordance with generally accepted accounting principles except that:

(a) Fixed Assets

Fixed asset acquisitions are included as expenditure in the statement of revenue, expenditure and accumulated surplus. For information purposes, fixed assets having an original cost greater than $2,500 are shown on the balance sheet at cost with the offsetting credit to equity in fixed assets. No provision is made for depreciation of fixed assets.

(b) Revenues

Revenues from crop shares and Wheat Board adjustments are recorded on a cash basis.

(c) Tax Recovery Land

Tax recovery land is not valued for balance sheet purposes. Approximately 1.462 million acres of tax recovery land remains unsold as at December 31, 1987 (1986 — 1.489 million acres).

(ii) Other significant accounting policies are as follows:

(a) Inventories:

Inventories are valued at the lower of cost or net realizable value.

Cost is determined as follows:

	1987	1986
Parts and other, average cost	$ 684,827	$651,182
Gravel, first in first out	630,404	315,371
Fuel, first in first out	5,352	14,674
	$1,320,583	$981,227

(b) Capital Reserves:

The reserves have been established for the funding of any expenditure that the Minister of Municipal Affairs may authorize.

The reserves include revenue from the sale of tax recovery land and cash in lieu of public reserve.

NOTE 3 Cash

Cash includes a deposit of $17,492,654 in the Consolidated Cash Investment Trust Fund of the Province of Alberta (1986 — $14,947,473).

NOTE 4 Accounts Receivable

Accounts receivable, net of applicable allowances for doubtful accounts, are comprised of the following:

	1987	1986
Current:		
Tax recovery:		
Land sales	$ 1,794,544	$ 1,758,717
Accrued interest	519,055	599,473
	2,313,599	2,358,190
Leases	213,412	200,763
Recreation advances	52,974	52,974
Miscellaneous	83,660	147,257
	$ 2,663,645	$ 2,759,184
Non-current:		
Tax recovery:		
Land sales	$12,427,637	$14,453,856
Recreation advances	222,860	275,834
Miscellaneous	27,899	15,165
	$12,678,396	$14,744,855

Title to tax recovery land sold is not transferred from the Minister of Municipal Affairs to the purchaser until all purchase monies have been paid. Land may be sold for immediate payment or by installments over a period not exceeding ten years. If a purchaser defaults in payment, the agreement for sale may be declared null and void and all monies received may be retained by the Trust Account as liquidated damages.

NOTE 5 Investment

	1987	1986
Alberta Municipal Financing Corporation shares at cost	$150	$150

NOTE 6 Fixed Assets

Fixed assets, at cost are comprised of the following:

	1987	1986
Land	$ 199,361	$ 173,441
Buildings	4,185,371	4,176,999
Vehicle and mobile equipment	11,312,913	10,932,571
Machinery and equipment	889,055	752,841
Electronic data processing equipment	21,432	21,432
Office equipment	9,345	9,345
	$16,617,477	$16,066,629

NOTE 7 Due to Province of Alberta, Net

The net amount due to the Province of Alberta is comprised of the following:

	1987	1986
Due to the Province of Alberta:		
Salaries	$ 490,646	$ 453,748
Administration charges	93,009	102,624
Other	115,022	1,011,505
	698,677	1,567,877
Due from the Province of Alberta:		
Grants	(107,421)	(106,233)
Other	(80,388)	(62,403)
	(187,809)	(168,636)
	$ 510,868	$1,399,241

NOTE 8 Tax Recovery Land Sale Revenue

Tax recovery land sale revenue is comprised of the following:

	1987	1986
Land sales — agreements	$ 925,680	$1,858,440
Land sales — full payment	380,460	215,280
Mineral surface lease sales	126,528	92,370
	$1,432,668	$2,166,090

Note 9 Provincial Grants

Provincial grant revenue is comprised of the following:

	1987	1986
Transportation and Utilities	$2,157,050	$1,667,144
Municipal Affairs	1,160,253	1,129,284
Agriculture	164,852	184,865
Recreation and Parks	24,510	70,000
Career Development and Employment	4,749	10,304
Environment	—	8,495
Executive Council — Public Safety Services	—	1,057
	$3,511,414	$3,071,149

NOTE 10 Approval of Financial Statements

These financial statements have been approved by management.

ACTS ADMINISTERED BY ALBERTA MUNICIPAL AFFAIRS

Agricultural Relief Advances Act

Alberta Mortgage and Housing Corporation Act

Assessment and Equalization Act

Assessment Appeal Board Act

Border Areas Act

Calgary-Canadian Pacific Transit Agreement Act

Calgary (City of) and Calgary Power Agreement Act

Calgary (City of) and Calgary Power Ltd. Agreement Authorization Act, 1972

Calgary Exhibition and Stampede Limited (An Act to Authorize and Permit the City of Calgary To Enter into a Certain Lease With)

County Act

Crowsnest Pass Municipal Unification Act

Department of Municipal Affairs Act

Edmonton (City of) and Calgary Power Ltd. Agreement Validation Act

Edmonton — Meadowview Agreement Act

Electric Power & Pipeline Assessment Act

Equalization Act

Improvement Districts Act

Lloydminster Municipal Amalgamation Act

Local Authorities Board Act

Local Authorities Election Act

Local Tax Arrears Consolidation Act

Lomond, An Act Respecting the Village of

Medicine Hat (City of) Gas Purchase Act

Medicine Hat Power Plant Extension Act

Metis Betterment Act

Metis Betterment Act Restoration Act

Mewata Park Enabling Act

Municipal & Provincial Properties Valuation Act

Municipal & School Administration Act

Municipal District of Bighorn No. 8 Incorporation Act

Municipal District of Clearwater No. 99 Incorporation Act

Municipal District of Cypress No. 1 Incorporation Act

Municipal Government Act

Municipal Tax Exemption Act

Municipal Taxation Act

Municipalities Assessment & Equalization Act

New Towns Act

Northeast Alberta Regional Commission Act

Planning Act

Property Tax Reduction Act

Regional Municipal Services Act

Senior Citizens Housing Act

Smoky Lake (Town Of) Gas Utility Act

Special Areas Act

Tax Recovery Act

Water Resources Commission Act